



# **Amended Board of Directors' Packet**

**April 28, 2026**

**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**

**April 28, 2026 at 6:30 p.m.**

**333 Broadway Street, Rock Springs, WY**

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- I. Call to Order**
- II. Declare Quorum**
- III. Approval of Amended Agenda - pg. 1-3**  
**(ACTION ITEM)** \_\_\_\_\_ **Approved/Failed**
- IV. Public and Board Comments/Questions – 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 March Meeting Minutes - pg. 4-9
  - b. Treasurer’s Report - pg. 10
    - i. Write-Offs - pg. 11-13
    - ii. Balance Sheet - pg. 14
    - iii. Account Receivables - pg. 15
    - iv. Revenues and Expenses - pg. 16-18
    - v. Income and Expense by Month - pg. 19-20
    - vi. **Amended** Check Register - pg. 21-30
  - c. Reports - pg. 31
    - i. Residential Bed Utilization and Drawdown - pg. 32
    - ii. Residential Referrals and Admissions - Report unavailable due to employee being out on emergency medical leave
    - iii. Title 25 Monthly Information - pg. 33
    - iv. SCS Staff Report - pg. 34-37
    - v. Open Access Intake Report - pg. 38-43**(ACTION ITEM)** \_\_\_\_\_ **Approved/Failed**
- VI. Committee Updates Section**
  - a. SCS Board Committees - pg. 44
    - i. Strategic Planning and Compliance – Kayleen, Kori, and Margene
    - ii. Personnel/Workforce – Kristy, Kayleen, and Margene - pg. 45-48

- iii. Finance – Raven and Kristy - pg. 49-50
- iv. Health & Safety/Quality Improvement – Barbara and Raven
- v. Facilities and Technology – Kori and Larry
- vi. Policies – Barbara and Raven - pg. 51

**VII. Previous Business - pg. 52**

- a. Crisis Intervention and Subacute Crisis Contract Approval  
(ACTION ITEM) \_\_\_\_\_ Approved/Failed
- b. FY27 State Contract - pg. 53-90  
(ACTION ITEM) \_\_\_\_\_ Approved/Failed
- c. Approval of Southwest Counseling Service Bylaws - pg. 91-102  
(ACTION ITEM) \_\_\_\_\_ Approved/Failed
- d. Bereavement Leave Policy-Standalone – Approved 2/25/26, bringing back for reapproval - pg. 103-104  
(ACTION ITEM) \_\_\_\_\_ Approved/Failed
- e. Lobbying, External Service, and Volunteering Activities Policy-Standalone – Approved 11/17/25, bringing back for reapproval - pg. 105-107  
(ACTION ITEM) \_\_\_\_\_ Approved/Failed
- f. Sick Leave Bank Policy-Standalone – Approved 2/25/26, bringing back for reapproval – pg. 108-110  
(ACTION ITEM) \_\_\_\_\_ Approved/Failed
- g. Approval of FY27 Budget - Pg. 111-121  
(ACTION ITEM) \_\_\_\_\_ Approved/Failed

**VIII. New Business - pg. 122**

- a. Sliding Fee Scale - Request to approve Sliding Fee Scale to be effective 5/1/26 - pg. 123-131  
(ACTION ITEM) \_\_\_\_\_ Approved/Failed
- b. Approval of CDW Quote - This is a 3-year renewal for Symantec Endpoint Protection for all servers, workstations and laptops that we use in our organization. The total cost is \$8,550. - pg. 132-133  
(ACTION ITEM) \_\_\_\_\_ Approved/Failed
- c. Approval of VLCM Quote - This is the annual renewal for the cloud backup software that backs up, up to 150 Microsoft 365 user mailboxes daily into the cloud, we had to go to a cloud backup solution last year when we migrated our Microsoft Exchange on premise mailboxes to Microsoft 365 cloud hosted mailboxes. This software was approved by the board last May when we did the migration with VLCM. The backup software the board just approved backs up our on-premise servers and then writes a remote backup into our Wasabi cloud storage. We use to use this software to back up our on-premise Exchange mail servers but now no longer have those. That is why the software has reduced in price because we no longer pay for the application add on to backup local mail servers. - pg. 134-136

(ACTION ITEM) \_\_\_\_\_ Approved/Failed

d. Final Approval of Absenteeism Policy – Standalone - pg. 137-139

(ACTION ITEM) \_\_\_\_\_ Approved/Failed

e. Final Approval of Hiring Authorization and Position Control Policy – Standalone - pg. 140-143

(ACTION ITEM) \_\_\_\_\_ Approved/Failed

f. Presentation of Emergency Services Four Month Retrospective Review by Michal Zanetti-Love - pg. 144-147

g. Presentation of Public Relations Report by Serena Schwartz - pg. 148-152

h. Approval of Copier and Supply Quote - This is a lease for a copier to be placed in the Jonah building. The 5-year lease is \$245.40 a month, with \$80 a month for maintenance, including service, parts, labor and toner. - pg. 153

(ACTION ITEM) \_\_\_\_\_ Approved/Failed

i. Acceptance of quote for a one-time payment of \$3,000 for use of DLA - pg. 154-157

(ACTION ITEM) \_\_\_\_\_ Approved/Failed

j. Request to Approve Seasonal Staff for the Summer Program - pg. 158-159

(ACTION ITEM) \_\_\_\_\_ Approved/Failed

k. Clinician Reclassification Request - pg. 160-161

(ACTION ITEM) \_\_\_\_\_ Approved/Failed

l. Prevention Specialist Compensation Adjustment - pg. 162-164

(ACTION ITEM) \_\_\_\_\_ Approved/Failed

m. Approval of Sweetwater County Budget Request FY27 - pg. 165-171

(ACTION ITEM) \_\_\_\_\_ Approved/Failed

**IX. Interim Director’s Report - pg. 172-175**

**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**

**March 25, 2026**



Minutes for

Southwest Counseling

Board of Directors Meeting

March 25, 2026

333 Broadway

Rock Springs, WY

- I. **Call to Order:** Meeting called to order at 6:30 pm by Raven Beattie
- II. **Declare Quorum** Quorum present. In attendance were Raven Beattie, Margene Chew, and Barbara Sowada, Kayleen Logan attended by Teams. Kristy Kauppi and Kori Rosetti were excused.

**Approval of Amended Agenda -**

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

- IV. **Public and Board Comments/Questions –**
  - a. Commissioner Richards addressed Board stating the commissioners had received Greg Orton’s resignation and were recruiting another board member.
- V. **Consent Agenda.** Motion to approve the Consent Agenda but pull out pages 15 and 33 for discussion
  - a. Motion made by Barbara, second Margene. Motion **Approved.**
  - b. Page 15 pertained to days cash on hand, which was 17 days for February. Barbara noted that days cash on hand continues to decrease, which is worrisome.
  - c. Page 33 pertained mental health bed days. Barbara questioned the decline in bed days between July 25 and February 26. Staff noted that the decline in mental health days was due to a slowdown in referrals from the Wyoming State Hospital and that the decline in

subacute days was due to the drawdown of that revenue stream. Staff noted that patients were still being seen, just under a different revenue stream.

**(ACTION ITEM) Motion to approve the pulled out pages made by Barbara, second Margene. Motion Approved.**

**VI. Committee Updates Section - pg. 51**

a. SCS Board Committees:

- i. Strategic Planning and Compliance – Kayleen, Kori, and Margene
- ii. Personnel/Workforce – Kristy, Kayleen, and Margene - pg. - 52-55
- iii. Finance – Raven and Kristy
- iv. Health & Safety/Quality Improvement – Barbara and Raven
- v. Facilities and Technology – Kori and Greg - pg. 56-64
- vi. Policies – Barbara and Raven - pg. 65-73

**VII. Previous Business - pg. 74**

- a. SCS Employee Engagement Survey Report by Ethos: Brief discussion that noted greater staff participation in this survey than in previous surveys. Because a new company provided the survey, it's not possible to make robust comparisons of staff responses to previous surveys. **Information only.**
- b. Southwest Counseling Services Strategic Framework Strategy – Document and meeting minutes attached. - No discussion

**(ACTION ITEM) Barbara, second Margene. Approved/Failed**

- c. Approval of Southwest Counseling Service Bylaws: Bylaws have been reviewed by John DeLeon, Deputy County Attorney; Mr. Rob Piper, Board counsel; and the board and Melissa

**(ACTION ITEM) \_Barbara. Second, Margene. Approved/Failed**

**VIII. New Business -**

- a. Approval of CDW Quote - This is for a three (3) year subscription for backup software. The total cost is \$3,367.54. No discussion

**(ACTION ITEM) Barbara. Second Margene. Approved/Failed**

b. Approval of Zero Suicide Grant Opportunity - Request for approval to submit the FY26 Implementing Zero Suicide in Health Systems application for up to \$2,000,000 over five years. Discussion noted the importance of this grant to the community. If SCS is successful, grant to be awarded in September.

**(ACTION ITEM) Barbara. Second, Margene. Approved/Failed**

c. Approval of Assisted Outpatient Treatment Program Grant Opportunity - Request for approval to submit the FY26 SAMHSA Assisted Outpatient Treatment application for up to \$3,750,000 over up to five years. Discussion noted that if agency is successful, grant will be awarded in September.

**(ACTION ITEM) Margene. Second, Barbara. Approved/Failed**

d. Approval of FY27 Tentative Budget - Request to approve the tentative budget of \$14,591,910.64 – Barbara questioned the lack of assumptions the budget was based on and asked if the staff was involved in drafting the budget. Melissa stated that, historically, assumptions were provided later in the process and that the budget is based on three-year trends. Melissa also stated that the staff had little input into drafting the budget. Barbara requested tentative budget with assumptions be brought to the April board meeting and made the motion that the current request be tabled.

**(ACTION ITEM) motion to table Barbara. Second, Margene. Approved/Failed**

e. Approval of subscription renewal of Dragon Speak for 10 users. Total cost is \$5,400 for the period of April 25, 2026 through April 24, 2027. No discussion

**(ACTION ITEM) Barbara. Second, Margene. Approved/Failed**

f. Report from Corona Insights for the use of the Opioid Settlement Funds that was presented to the Board of County Commissioners. This is included in the packet and disseminated for the purpose of sharing the interview information that applies to SCS. Questions regarding the Corona Insights were addressed to Commissioner Richards. Briefly, the community survey was the first step in developing a plan for using the Funds, which come with a lot of restrictions.

g. Report on the April 17, 2026 SCS Special Board Meeting for the presentation of the Community Needs Assessment for the CCBHC. Information only. No discussion.

h. Report on the use of Quality-of-Life funds for the purchase of a van. Melissa updated the board on the use of the funds to purchase a used van and stated the County had given SCS two vehicles to replace two vehicles that were no longer operable.

- i. Communications were sent out to staff and board regarding changing the night of the meeting. It was deemed necessary to keep Wednesday night as the regularly scheduled night for board meetings. Information only. No discussion.
- j. Report on Jail Based Services Provided – Kayleen thanked Melissa for including the report showing services delivered Q1 and Q2 to male and female inmates.
- k. Presentation by Christy Legault to hire clerical staff.

Because of the hiring freeze, the request to hire two clerical employees was brought to the Board. Request noted that the Foothills facility historically had four clerical employees and now the facility was down to two. Despite redistributing workloads, lack of staff was creating negative downstream affects.

**IX. Interim Director’s Report**

New Developments: Internal committee appointed to focus on improving access to care; working toward utilizing the Jonah facility; Melissa will conduct Town Hall meetings to review the results of 2026 Employee Engagement Survey with employees.

Children’s Therapeutic Summer Program will be offered June 15 through August 6.

General Updates: Melissa continues to collaborate with Behavioral Health Center directors and CEOs across the state; used van will be purchased using Quality-of-Life funds; ongoing collaboration with Mr. Drazdowsky on identifying and pursuing new grant opportunities.

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

**XI. Executive Session**

(ACTION ITEM) Barbara. Second, Margene. **Approved/Failed**

Exit Executive Session

(ACTION ITEM) Barbara. Second, Margene. **Approved/Failed**

To Resume Normal Meeting

(ACTION ITEM) Barbara. Second, Margene. **Approved/Failed**

Action Items from Executive Session

- a. Motion to retain Rob Piper as counsel for SCS.  
(ACTION ITEM) Barbara. Second, Margene. **Approved/Failed**
- b. Motion to approve hiring of two clerical positions  
(ACTION ITEM) Barbara. Second, Margene. **Approved/Failed**
- c. Motion to move forward with personnel matter discussed in Executive Session  
(ACTION ITEM) Barbara. Second, Margene. **Approved/Failed**

XII. **Adjournment** 8:30 pm

(ACTION ITEM) Barbara. Second, Margene **Approved/Failed**

# **Treasurer's Report**

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

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**Presented for Approval on April 29, 2026**

**Accounts Receivable Write-Off Request**  
**Self Pay Balances over \$25**  
**March-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
907518	\$ 1,066.13	Deceased
Total	\$ 1,066.13	

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**Presented for Approval on April 29, 2026**

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

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

<b>Client Account Number</b>	<b>Amount of Write-Off</b>	<b>Reason for the request for Write-Off</b>
900579	1,384.74	Bankruptcy Discharged

Total                    \$     1,384.74

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**Presented for Approval on April 29, 2026**

**Southwest Counseling Service**  
**Balance Sheet**  
As of March 31, 2026

**ASSETS**

**Current Assets**

**Checking/Savings**

1020 - General Operating Account	-75,207.41
1031 - Commerce Bank- Cash Reserve	140,099.07
1035 - RSNB Operating Checking Acct	475,707.80

<b>Total Checking/Savings</b>	<u>540,599.46</u>
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<b>Total Current Assets</b>	<u>540,599.46</u>
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<b>TOTAL ASSETS</b>	<u><u>540,599.46</u></u>
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**LIABILITIES & EQUITY**

**Equity**

32000 - Unrestricted Net Assets	1,324,319.47
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Net Income	-783,720.01
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<b>Total Equity</b>	<u>540,599.46</u>
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>540,599.46</u></u>
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The Balance Sheet provides the assets and liabilities for the specific point in time of March 31, 2026. The cash assets total \$540,599.46. The previous month's total cash was \$787,601.92, a decrease in the amount of \$247,002.46 from the previous month. The year to date expenditures through March 31, 2026 total \$12,779,486.01. The average cost per day of operations for the month of March 2026 is \$46,640.46. Liabilities as of March 2026 total \$0. Based upon all cash balances, SCS is currently at 12 days of cash on hand. For February 2026, SCS was at 17 days cash on hand.

<b>FY 2026 Accounts Receivable Report</b>						<b>AR by Days Aging</b>				
<b>Mar-26</b>										
	Beginning Balance	Charges	Payments	Adjustments	Ending Balance	0	30	60	90	120
Self Pay	\$ 135,796.72	\$ 34,546.08	\$ (32,941.31)	\$ (1,604.77)	\$ 140,686.30	\$ 32,869.99	\$ 19,930.16	\$ 14,246.58	\$ 8,006.10	\$ 65,633.47
Insurance	216,273.80	111,190.55	(58,246.98)	(52,943.57)	190,959.29	110,611.03	35,974.55	19,086.42	5,276.53	20,010.76
Medicaid	94,294.62	46,092.93	(56,495.10)	10,402.17	74,815.92	67,162.43	5,074.48	5,356.59	1,472.22	(4,249.80)
Medicare	25,538.31	15,132.48	(4,729.53)	(10,402.95)	27,579.22	8,572.57	8,886.65	2,080.00	720.00	7,320.00
EAP	10,280.66	5,318.83	(1,831.33)	(3,487.50)	10,708.16	7,305.66	2,942.50	-	460.00	-
Client Contracts	80,211.51	16,927.96	(6,128.82)	(10,799.14)	89,742.78	4,249.88	6,761.44	402.40	70,064.54	8,264.52
Collection	1,137,211.09	3,576.52	(857.01)	(2,719.51)	1,141,283.53	4,842.11	625.25	546.29	13,821.95	1,121,447.93
State Contracts	564,996.96	658,195.78	(733,418.12)	75,222.34	689,123.03	394,084.58	85,231.96	37,583.59	20,021.41	152,201.49
Cancellation/No Show	15,306.72	760.00	(213.96)	(546.04)	15,838.69	572.64	976.00	502.75	407.00	13,380.30
<b>Total</b>	<b>\$ 562,395.62</b>				<b>\$ 534,491.67</b>	<b>\$ 230,771.56</b>	<b>\$ 79,569.78</b>	<b>\$ 41,171.99</b>	<b>\$ 85,999.39</b>	<b>\$ 96,978.95</b>

<b>Feb-26</b>						<b>AR by Days Aging</b>				
	Beginning Balance	Charges	Payments	Adjustments	Ending Balance	0	30	60	90	120
Self Pay	\$ 137,895.57	\$ 17,437.15	\$ (16,373.90)	\$ (1,063.25)	\$ 135,796.72	\$ 15,815.02	\$ 7,455.59	\$ 4,460.86	\$ 5,731.66	\$ 102,333.59
Insurance	240,367.46	93,196.03	(53,076.53)	(40,119.50)	216,273.80	88,320.50	45,020.84	14,991.79	8,545.00	59,395.67
Medicaid	99,220.85	39,674.42	(38,735.25)	(939.17)	94,294.62	36,357.71	16,205.82	11,926.75	10,992.75	18,811.59
Medicare	21,673.14	14,693.67	(5,772.10)	(8,921.57)	25,538.31	11,611.50	8,713.67	305.32	1,060.00	3,847.82
EAP	12,102.66	5,116.33	(1,533.33)	(3,583.00)	10,280.66	4,636.33	3,681.33	1,173.00	-	790.00
Client Contracts	72,886.55	10,445.46	(5,999.08)	(4,446.38)	80,211.51	9,859.19	9,463.30	9,707.07	9,480.55	41,701.40
Collection	1,141,704.79	3,779.75	-	(3,779.75)	1,137,211.09	22.86	8.06	216.36	11.25	1,136,952.56
State Contracts	579,507.50	716,219.06	(835,868.37)	119,649.31	564,996.96	396,661.40	60,165.49	18,705.60	17,907.46	71,557.01
Cancellation/No Show	19,245.93	630.00	(333.50)	(296.50)	15,306.72	600.00	614.00	557.75	380.00	13,154.97
<b>Total</b>	<b>\$ 584,146.23</b>				<b>\$ 562,395.62</b>	<b>\$ 166,600.25</b>	<b>\$ 90,540.55</b>	<b>\$ 42,564.79</b>	<b>\$ 35,809.96</b>	<b>\$ 226,880.07</b>

<b>Changes from Previous Month</b>					
	Charges	Payments	Adjustments	Ending Balance	
Self Pay	\$ 17,108.93	\$ (16,567.41)	\$ (541.52)	\$ 4,889.58	
Insurance	\$ 17,994.52	\$ (5,170.45)	\$ (12,824.07)	\$ (25,314.51)	
Medicaid	\$ 6,418.51	\$ (17,759.85)	\$ 11,341.34	\$ (19,478.70)	
Medicare	\$ 438.81	\$ 1,042.57	\$ (1,481.38)	\$ 2,040.91	
EAP	\$ 202.50	\$ (298.00)	\$ 95.50	\$ 427.50	
Client Contracts	\$ 6,482.50	\$ (129.74)	\$ (6,352.76)	\$ 9,531.27	
<b>Amount Increase/Decrease</b>	<b>\$ 48,645.77</b>	<b>\$ (38,882.88)</b>	<b>\$ (9,762.89)</b>	<b>\$ (27,903.95)</b>	

The total outstanding balance for amounts owed to Southwest Counseling Service for March 2026 total \$534,491.67. The receivables decreased from the previous month due to higher Medicaid and Self Pay payments. The total receivables excludes Collection, State Contracts, and Cancellation/No show fees.

Southwest Counseling Service

75%

Revenues FY26

State Contracts	FY26 Budget	Mar-26	% Month	YTD	%YTD	Difference
<b>Outpatient Services</b>						
MH - Outpatient	\$ 1,038,642.78	\$ 85,795.67	8%	\$ 1,048,107.26	101%	\$ 9,464.48
MH - CARF	14,015.00	305.78	2%	8,314.07	59%	(5,700.93)
MH- Direct Care Salaries	182,343.00	3,978.39	2%	197,079.22	108%	14,736.22
MH- Emergency Services	29,218.00	2,341.24	8%	16,077.32	55%	(13,140.68)
MH- Regional Med. Management	133,729.00	-	0%	52,099.59	39%	(81,629.41)
MH- Regional Nursing Support	41,291.00	900.89	2%	17,888.35	43%	(23,402.65)
MH- Regional Early Intervention	53,302.00	1,162.95	2%	23,411.11	44%	(29,890.89)
MH- ESMI	62,387.73	6,565.18	11%	50,620.11	81%	(11,767.62)
MH- Jail Based Services	50,000.00	1,307.08	3%	37,525.53	75%	(12,474.47)
SA - Outpatient	606,870.00	16,096.39	3%	465,200.37	77%	(141,669.63)
SA- Direct Care Salaries	313,899.00	6,848.71	2%	175,711.36	56%	(138,187.64)
SA - CARF	6,100.00	133.09	2%	2,900.47	48%	(3,199.53)
SA - HB 308	454,450.00	9,915.27	2%	216,085.83	48%	(238,364.17)
MH & SA- Peer Specialist	90,000.00	1,963.64	2%	48,092.26	53%	(41,907.74)
CCRS	208,800.00	4,555.64	2%	123,865.90	59%	(84,934.10)
MH - LT Group Home -Sweetwater	632,675.31	29,969.41	5%	413,072.77	65%	(219,602.54)
MH - LT Group Home - Uinta	517,643.44	64,508.29	12%	603,449.18	117%	85,805.74
SOR- Medication Assisted Treatment	483,000.00	69,600.00	14%	612,685.89	127%	129,685.89
MH Crisis Intervention/Sub-Acute Residential	367,046.00	15,875.00	4%	192,050.00	52%	(174,996.00)
<b>CCBHC</b>						
CCBHC	1,500,000.00	-	0%	559,663.38	37%	(940,336.62)
<b>Regional Services - MH</b>						
MH- Transitional Grp - Sweetwater	438,588.46	25,025.81	6%	373,566.69	85%	(65,021.77)
MH - SIP- Sweetwater	155,302.06	9,565.21	6%	132,864.35	86%	(22,437.71)
MH- SIP- Uinta County	207,069.41	32,577.11	16%	284,700.83	137%	77,631.42
MH- Transitional Grp - Uinta	389,856.40	61,538.93	16%	513,793.90	132%	123,937.50
MH -Sub-Acute Crisis Residential	397,917.00	6,751.29	2%	271,277.55	68%	(126,639.45)
MH -Sub-Acute Crisis Residential Uinta	79,583.00	28,056.58	35%	188,063.41	236%	108,480.41
<b>Regional Services - SA</b>						
SA - Residential	2,241,069.28	127,771.05	6%	1,873,419.72	84%	(367,649.56)
SA- Residential Women and Children	703,347.15	54,595.75	8%	352,054.45	50%	(351,292.70)
SA- Transitional (SL)	199,290.49	14,580.40	7%	208,303.27	105%	9,012.78
SA- Detox	136,417.08	4,105.17	3%	93,504.60	69%	(42,912.48)
SA- MAT Detox Residential	75,313.00	-	0%	113,897.00	151%	38,584.00
<b>Quality of Life</b>						
MH - Quality of Life	102,730.00	9,837.50	10%	78,958.66	77%	(23,771.34)
SA- Quality of Life	23,680.00	2,727.00	12%	25,029.00	106%	1,349.00
<b>General Funds</b>						
County	600,000.00	50,000.00	8%	530,000.00	88%	(70,000.00)
Client Fees	370,000.00	16,906.48	5%	161,835.81	44%	(208,164.19)
Insurance	631,305.00	57,795.02	9%	529,071.96	84%	(102,233.04)
Medicaid	557,825.00	55,845.00	10%	310,873.09	56%	(246,951.91)
Medicare	44,325.00	4,729.53	11%	49,103.94	111%	4,778.94
EAP	61,375.00	1,831.33	3%	20,329.99	33%	(41,045.01)
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	2,270.22	2%	43,556.71	39%	(68,443.29)
Food Stamps	99,520.00	6,024.82	6%	50,079.66	50%	(49,440.34)
<b>Grants and Contracts</b>						
General Contracts	110,500.00	52.00	0%	16,903.98	15%	(93,596.02)
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	39,491.30	16%	147,442.19	61%	(95,786.81)
ARPA Capital Construction	387,310.00	-	0%	628,437.20	162%	241,127.20
<b>Miscellaneous Funds</b>						
Reserve	1,000,000.00	-	0%	1,000,000.00	100%	-
Interest Earned	22,000.00	1,050.05	5%	9,795.07	45%	(12,204.93)
Commissary Funds	5,700.00	813.78	14%	4,044.05	71%	(1,655.95)
Miscellaneous	15,000.00	10,164.28	68%	85,750.95	572%	70,750.95
<b>Total Revenues</b>	<b>\$ 15,289,464.59</b>	<b>\$ 945,928.23</b>	<b>6%</b>	<b>\$ 12,995,766.00</b>	<b>85%</b>	<b>\$ (2,293,698.59)</b>
<b>Total Revenue excluding carryover</b>	<b>\$ 16,289,464.59</b>			<b>\$ 11,995,766.00</b>	<b>74%</b>	

**Southwest Counseling Service  
Expenditures FY26**

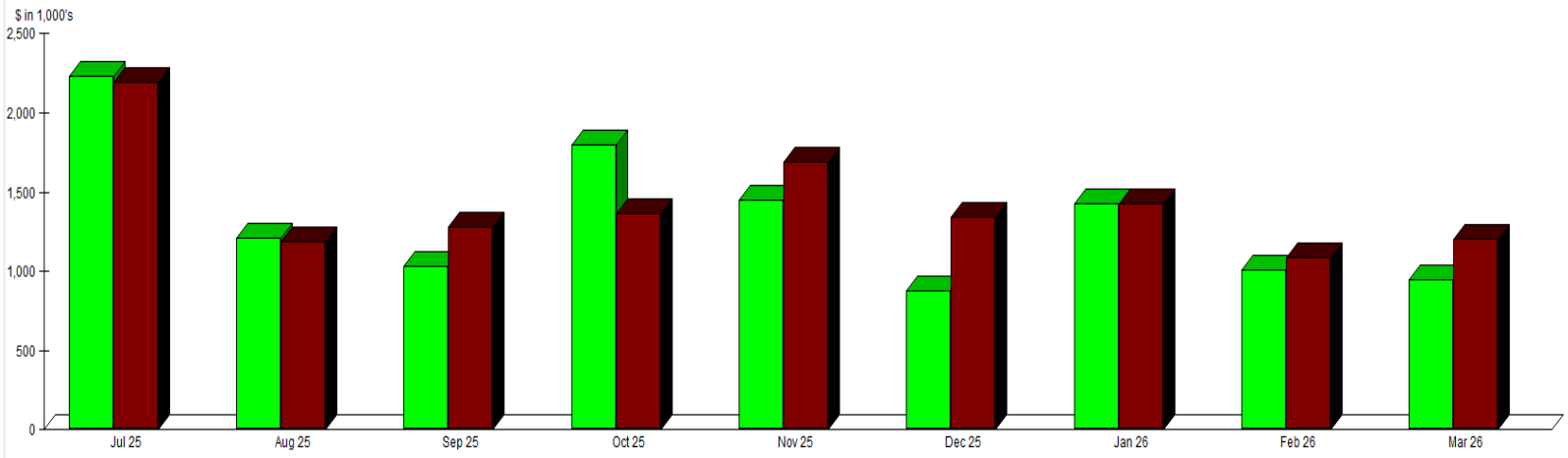
75%

Personnel	FY26 Budget	Mar-26	% Month	YTD	%YTD	Difference
Salaries	\$ 7,615,596.36	\$ 553,089.56	7%	\$ 5,282,335.03	69%	(2,333,261.33)
FICA	582,600.00	39,677.99	7%	379,777.32	65%	(202,822.68)
Wyoming Retirement	1,418,025.00	95,053.52	7%	945,372.35	67%	(472,652.65)
Health Insurance	2,337,134.00	193,374.87	8%	1,730,445.31	74%	(606,688.69)
Life Insurance	45,700.00	3,806.66	8%	34,985.76	77%	(10,714.24)
Worker's Compensation	59,000.00	8,356.37	14%	39,860.39	68%	(19,139.61)
Unemployment	32,500.00	-	0%	13,855.36	43%	(18,644.64)
Wellness	13,580.00	515.70	4%	4,698.60	35%	(8,881.40)
Background Check	11,010.00	816.78	7%	5,649.57	51%	(5,360.43)
Contracts	513,000.00	55,973.09	11%	533,860.11	104%	20,860.11
Contract- Transitional Grp - Uinta	389,856.40	28,148.20	7%	326,254.84	84%	(63,601.56)
Contract - SIP Uinta County	207,069.41	27,221.30	13%	212,673.03	103%	5,603.62
Contract - Sub-Acute Crisis Stabilization	79,583.00	7,032.23	9%	109,632.23	138%	30,049.23
Contract - LT Group Home - Uinta	517,643.44	30,400.92	6%	372,929.38	72%	(144,714.06)
Consultation	10,000.00	-	0%	12,396.50	124%	2,396.50
Recruitment	5,000.00	255.24	5%	4,574.85	91%	(425.15)
Travel/Vehicle Expenses						
Travel-Mileage Reimbursement	12,000.00	1,838.43	15%	10,301.18	86%	(1,698.82)
Vehicle Fuel	18,000.00	1,112.70	6%	12,181.83	68%	(5,818.17)
Vehicle Maintenance	16,000.00	4,463.93	28%	22,784.44	142%	6,784.44
Conference and Seminar Travel	15,000.00	-	0%	13,787.74	92%	(1,212.26)
Training	30,000.00	499.50	2%	12,306.63	41%	(17,693.37)
Operating						
Supplies	120,748.00	24,470.35	20%	85,046.44	70%	(35,701.56)
Food	235,295.00	18,949.30	8%	179,720.85	76%	(55,574.15)
Rent	150,465.00	12,676.00	8%	114,712.64	76%	(35,752.36)
Utilities	192,454.00	17,625.90	9%	163,368.19	85%	(29,085.81)
Insurance- G&P/ Vehicles	135,000.00	-	0%	131,788.15	98%	(3,211.85)
Advertising	35,500.00	4,153.00	12%	42,580.52	120%	7,080.52
Books/Magazines/Video	4,000.00	658.99	16%	4,840.41	121%	840.41
Client/Insurance Refund	3,000.00	398.43	13%	1,153.85	38%	(1,846.15)
Computer Hardware	3,000.00	-	0%	28,252.33	942%	25,252.33
Computer Software	205,505.00	18,652.91	9%	354,518.61	173%	149,013.61
Computer Maintenance	10,000.00	-	0%	3,996.85	40%	(6,003.15)
Computer Communication	35,000.00	6,127.44	18%	35,420.95	101%	420.95
Equipment	50,000.00	4,312.61	9%	7,350.03	15%	(42,649.97)
Leased Equipment	50,000.00	5,458.49	11%	38,443.37	77%	(11,556.63)
Maintenance	96,000.00	1,256.35	1%	49,288.79	51%	(46,711.21)
Postage	10,000.00	720.02	7%	6,220.21	62%	(3,779.79)
Cleaning Supplies	13,375.00	1,393.89	10%	10,564.55	79%	(2,810.45)
Telephone	74,000.00	7,622.75	10%	101,190.32	137%	27,190.32
Testing and Materials	6,000.00	-	0%	4,974.01	83%	(1,025.99)
Drug Testing	25,000.00	660.79	3%	16,678.37	67%	(8,321.63)
Client Medical	65,000.00	2,510.00	4%	29,243.50	45%	(35,756.50)
Client Rx	20,000.00	8,537.67	43%	67,846.45	339%	47,846.45
APRN Medical Lab Fees	15,000.00	2,166.32	14%	9,918.98	66%	(5,081.02)
Recreation	3,850.00	365.38	9%	2,103.74	55%	(1,746.26)
Membership Dues	30,000.00	15.99	0%	36,160.99	121%	6,160.99
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	4,979.54	8%	33,682.17	56%	(26,847.83)
Emergency Subsistence	6,700.00	752.15	11%	3,973.71	59%	(2,726.29)
RX	15,000.00	2,617.33	17%	16,047.70	107%	1,047.70
Housing	5,100.00	-	0%	3,858.10	76%	(1,241.90)
Transportation	15,400.00	-	0%	1,769.93	11%	(13,630.07)
Regional Quality of Life						
Regional Quality of Life	23,680.00	1,547.29	7%	15,824.12	67%	(7,855.88)
Miscellaneous Expenses						
Finance Charge	2,000.00	-	0%	79.93	4%	(1,920.07)
Credit Card Fees	20,000.00	686.89	3%	7,881.88	39%	(12,118.12)

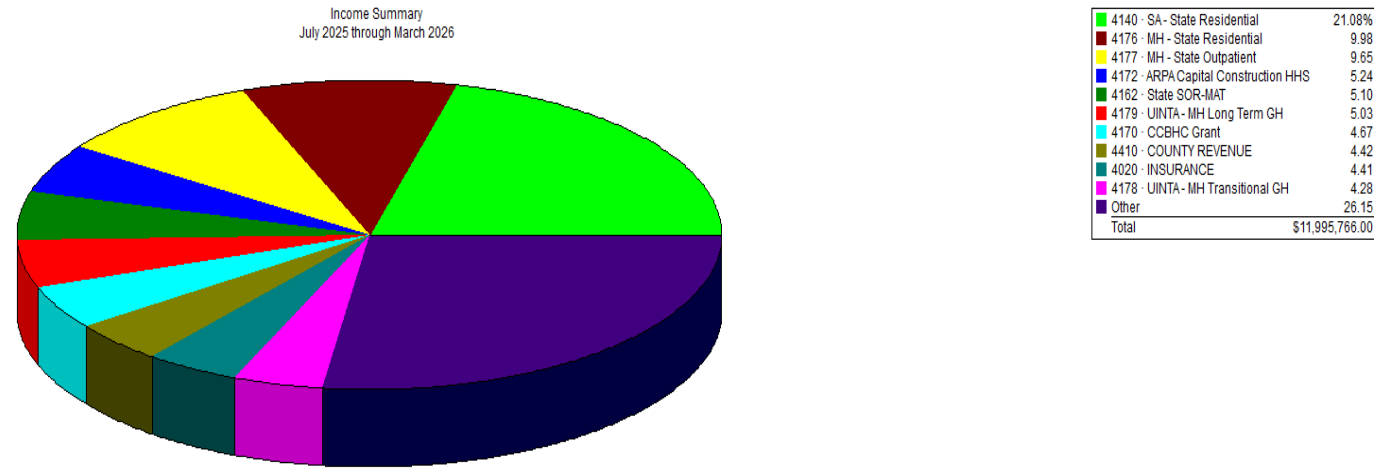
Other Expenses	32,255.00	942.47	3%	17,446.90	54%	(14,808.10)
Debt Service/Capital Maintenance						
Capital	200,000.00	-	0%	36,630.20	18%	(163,369.80)
ARPA Funding Capital Projects	387,310.00	-	0%	1,035,892.26	267%	648,582.26
<b>Total Expenses</b>	<b>\$ 16,289,464.61</b>	<b>\$ 1,201,895.24</b>	<b>7%</b>	<b>\$ 12,779,486.01</b>	<b>78%</b>	<b>(3,509,978.60)</b>

Income and Expense by Month  
July 2025 through March 2026

Income  
 Expense



Income Summary  
July 2025 through March 2026

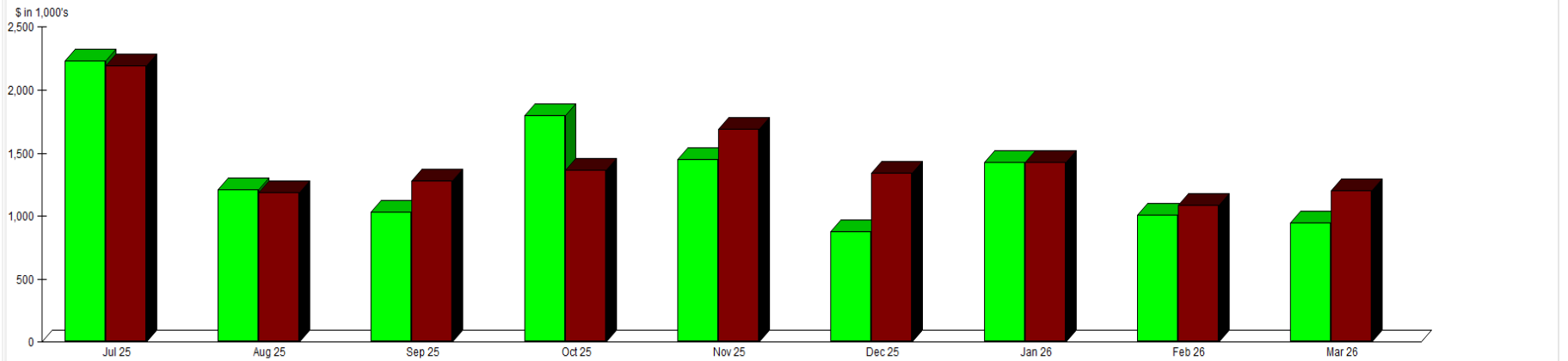


By Account

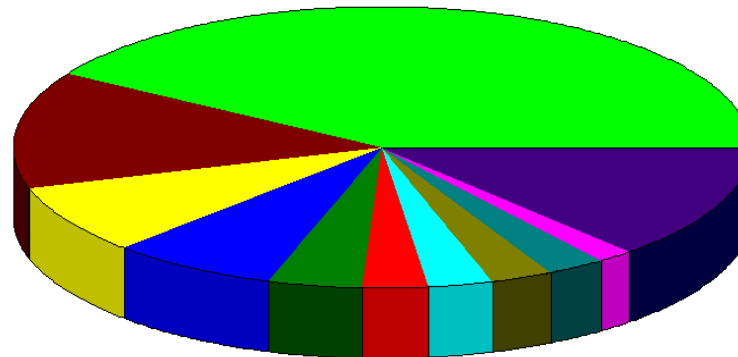
Show on Pie Chart:  Income  Expense

Dates... By Account By Customer By Class Next Group Print... Refresh

Income and Expense by Month  
July 2025 through March 2026



Expense Summary  
July 2025 through March 2026



5110 - SALARIES	41.33%
5220 - HEALTH INSURANCE	13.54
6012 - ARPA Capital Improvement HHS	8.11
5210 - WYOMING RETIREMENT	7.40
5320 - CONTRACT	4.23
5200 - FICA	2.97
5322 - Uinta MH LT GH	2.92
5505 - COMPUTER SOFTWARE	2.77
5321 - Uinta MH Trans GH	2.55
5323 - Uinta MH SIP GH	1.66
Other	12.51
<b>Total</b>	<b>\$12,779,486.01</b>

By Account

Show on Pie Chart:  Income  Expense

**Southwest Counseling Service**  
**Amended Apr 2026 Check Register**

<b>Check No.</b>	<b>Vendor</b>	<b>Program</b>	<b>Check Amt.</b>	<b>Description</b>
ACH - 1047	Fuse Workforce Services	Payroll Deduction	\$2,652.69	Payroll Taxes
ACH - 1048	Deluxe Business	Admin	117.20	Deposit Slips
ACH - 1041	WEX Bank	Continental, Independence, Transitions, WAP, Duran, TC, Century, Admin., Bridges, Crisis, Crisis Continuum, Detox, Prevention	1,235.83	RSNB ACH - Fuel for SCS vehicles
ACH - 1042	Philadelphia Insurance Companies	Admin	32,843.63	Monthly installment 3,4 of 9 for Cyber liability, Substance Abuse-Rehabilitations Facilities Umb, Flexi Plus Five, and Substance Abuse Rehabilitation Facilities Package for 11/18/25 - 26
ACH - 1043	Pitney Bowes Global Financial Services	Mental Health, TC, Recovery	1,219.56	Quarterly installment on leased equipment, property tax payment on leased equipment
ACH - 1044	Pitney Bowes Global Financial Services	Mental Health, TC, Recovery	8.38	Quarterly installment on leased equipment, property tax payment on leased equipment
ACH - 1045	Amazon	Mental Health, TC, Recovery	54.09	Quarterly installment on leased equipment, property tax payment on leased equipment

**Southwest Counseling Service**  
**Amended Apr 2026 Check Register**

ACH - 1046	Wal-Mart	Independence, Bridges, Transitions, Continental, WAP, Century, Duran, Crisis, Detox, Sober Living, TC, Child & Adol, Prevention	6,795.84	Food; Cleaning supplies; Commissary Items; Food items for Laura's retirement party; Carpet Shampoo Qty: 2; Plastic Binder Dividers Qty: 2; 12 Piece Non-Stick Cookware Qty: 1; 5 Qt Covered Cooker Qty: 1, O-Cedar Mop System Qty: 1; Bath Towel Qty: 8, Bed Pillow Qty: 6, Meal Prep Containers Qty: 1; Ice Trays Qty: 4, Squeegees Qty: 1; Snacks for Child and Adol clients; Nicotine Lozenges Qty: 2 covered under the Prevention Grant; Nicotine Patch Qty: 6 covered under the Prevention Grant; Nicotine Gum Qty: 4 covered under the Prevention Grant
ACH- 1049	Void	Void	Void	Void

**Southwest Counseling Service**  
**Amended Apr 2026 Check Register**

ACH - 1050	First Bankcard	QOL, Admin, Mental Health, Recovery, 4 SOR-MAT, TC, Century, Duran, WAP, Crisis, Detox	5,638.24	Client RX; Client Rx, health and medical, emergency subsistence and transportation covered under QOL grant; Annual Subscription Fee for Mental Health Academy; Food for IOP completion celebration; Refreshments for job fair; Residential Treatment Support Staff - FT/PT Graveyard, PT Swing Shift; 5 Background checks for new employees; Monthly subscription to Eleven Labs, Green River chamber luncheon 1 guest; Rock Springs chamber luncheon; BHR Brochures; Training for new CPR instructor; Adult Advisor Pins Qty5, Basketball Qty 5, Well World Thank You Cards Qty 6 all covered under the Prevention grant; Food for Laura's retirement party; Domestic Violence test
ACH - 1051	Farmers Brothers	TC, Recovery	753.18	House Blend Coffee, Qty: 3; Decaf House Blend Coffee, Qty: 3
ACH - 1052	Farmers Brothers	Bridges	277.57	House Blend Coffee, Qty: 3; Decaf House Blend Coffee, Qty: 3
ACH - 1053	Pitney Bowes Purchase Power	TC, Recovery	502.25	Meter refill- SN-0378038
ACH - 1054	Home Town Hero Partners	Admin	499.00	Victory Displan News Channel Venue 12 months; 12 Month Directory Listing; Network Venue; One-Third Portrait Custom Ad
ACH - 1055	RMP- Rocky Mountain Power	Century, Mental Health, Child & Adol., Duran, WAP, Transitions, Sober Living, SIP, Continental, Crisis, Crisis Continuum, Detox	3,329.41	Monthly energy and power readings
ACH - 1056	CenturyLink Business Services - Lumen	TC, Recovery, Mental Health, Bridges, Medical	3,146.65	Business IP, data, and voice service

**Southwest Counseling Service**  
**Amended Apr 2026 Check Register**

ACH - 1057	CenturyLink Business Services - Lumen	Mental Health	15.25	Business IP, data, and voice service
ACH - 1058	Century Link	TC, Recovery	131.96	Monthly telephone service
ACH - 1059	Century Link	TC, Recovery	200.31	Monthly telephone service
ACH - 1060	Century Link	Bridges, Medical	83.35	Monthly telephone service
ACH - 1061	Century Link	Mental Health	66.77	Monthly telephone service
ACH - 1062	U.S. Bank	TC, Recovery	1,474.49	Leased copy/printers
ACH - 1063	RMP- Rocky Mountain Power	Bridges, Medical	352.36	Monthly energy and power readings
ACH - 1064	RMP- Rocky Mountain Power	TC, Recovery	3,014.49	Monthly energy and power readings
ACH - 1065	RMP- Rocky Mountain Power	Independence	219.11	Monthly energy and power readings
ACH - 1066	Enbridge Gas	SIP, Sober Living, Continental	631.30	Monthly gas service
ACH - 1067	Enbridge Gas	SIP	223.08	Monthly gas service
ACH - 1068	Enbridge Gas	Duran	195.03	Monthly gas service
ACH - 1069	Enbridge Gas	Bridges, Medical	183.07	Monthly gas service
ACH - 1070	Enbridge Gas	Crisis, Detox	102.47	Monthly gas service
ACH - 1071	Enbridge Gas	Transitions	116.98	Monthly gas service
ACH - 1072	Enbridge Gas	TC, Recovery	777.76	Monthly gas service
ACH - 1073	Enbridge Gas	Sober Living	64.76	Monthly gas service
ACH - 1074	Enbridge Gas	Century	267.29	Monthly gas service
ACH - 1075	Enbridge Gas	Independence	104.10	Monthly gas service
ACH - 1076	Enbridge Gas	WAP	279.00	Monthly gas service
ACH - 1077	Enbridge Gas	Mental Health	637.26	Monthly gas service
ACH - 1078	Enbridge Gas	Child & Adol.	151.54	Monthly gas service
ACH - 1079	Enbridge Gas	Admin	531.86	Monthly gas service
ACH - 1080	Enbridge Gas	Admin	85.44	Monthly gas service
120586	Petty Cash	QOL, Duran, Transitions, Continental, Independence, Admin., Recovery, Mental Health, TC, Bridges	692.58	Food and recreation for Ankeny clients; client transportation covered under QOL grant; Background checks for 6 employees; postage; Bus Pass for 2 clients
120587	Home Depot- Credit Services	Century	1,998.00	24 in Stainless Steel Pro-Style Built-In Dishwasher, Qty: 2
120588	Insurance Information Exchange	Duran, Independence	48.45	Motor vehicle reports 03/01/26-03/31/26
120589	LocumTenens	Psychiatric	15,202.83	Services rendered 3/9-3/12/26, 3/16/26-3/19/26
120590	McKesson Medical-Surgical, Inc.	Medical	84.47	Swab stick Qty:1; Triamcinolone Acetonide Qty:1

**Southwest Counseling Service**  
**Amended Apr 2026 Check Register**

120591	Nicholas & Company	Century, Duran, WAP, Bridges, TC, Crisis, Mental Health, Transitions, Continental, Independence	6,469.03	Food and Paper Goods for residential clients
120592	Pain Care Center	4-SOR-MAT	18,522.90	MAT services for clients. Paid for by MAT grant.
120593	Top-Tech Auto Services	TC, Duran	1,974.96	Parts and Labor on 2007 Ford E-350 VIN: 71523 - Service Transmission; Labor and Parts on 2006 Chev Express 3500 VIN: 59748 - Diagnose and repair low coolant
120594	Verizon Wireless	Mental Health, Admin., Child & Adol., Recovery, TC, Bridges, Medical, Emergency, Independence, Duran, WAP, Continental, Transitions	841.50	Residential homes, agency phones, and notebook line access monthly charges-02/16/26-03/15/26
120595	Western Star Communications LLC	Mental Health, TC	261.50	Business answering service and transaction usage
120596	WyoData Security Inc.	TC, Recovery, Mental Health	795.00	Confidential paper collection and disposal, hard drive destruction Qty: 1
120597	White Mountain Water & Sewer District	WAP, Duran	275.44	Water and sewer reading from 02/16/26-03/16/26
120598	Wyo Waste	Transitions, Crisis, Detox, Continental, Independence, Child & Adol, Mental Health, Duran, Washakie, Bridges, TC, Recovery, Century	2,537.37	Waste Collection - 04/01/26-06/30/26
120599	AdTel International, Inc	Mental Health, TC	855.00	Software & Support License, Qty: 1; Software & Support Additional Loc., Qty: 2; Full Time Monthly Provider, qty: 12; Part Time Monthly Provider, Qty: 4; Surveys, qty: 1; 10 DLC Monthly Compliance, Qty: 1

**Southwest Counseling Service**  
**Amended Apr 2026 Check Register**

120600	Amazon	Admin., TC, Century, Duran, WAP, Transitions, Crisis, Detox, Bridges, Prevention, QOL, Sober living	2,648.44	Mini Animals for a group project; Gel Qty: 1 , Extra Gum Qty: 3, Trident Gum Qty:1, Hair Spray Qty: 5, Deodorant Qty: 2, Sharpie Qty: 4, Lifesaver Qty: 8, Colored Pens Qty: 10, Glitter Pens Qty: 5, Tweezers Qty: 1, Conditioner Qty: 1, Shampoo Qty: 1; Correction Tape Qty: 2, Binder Clips Qty: 2, Box Cutter Qty: 1; Wide Ruled Notebook Qty: 2; Expanding Folder Qty: 1; Tri-Fold Paper towel Qty: 5, Lysol Toilet Bowl Cleaner Qty: 1, Lysol Multi-Surface Qty: 1; Cube Storage Qty: 2; Dymo Letratag Refill Qty:1, Masking Tape Qty: 1, Receipt Tape for CC Machine Qty: 1; Invisible Tape Qty: 2, Stick Notes Qty: 2, Ballpoint Pen Qty: 1, AA Batteries Qty: 1; Staples Qty: 1; Lysol Multi-Surface Qty: 4; Broom and Dustpan Qty: 1;
120601	All West Communications	Continental, Mental Health, WAP, Century, Sober Living, TC, Recovery, Transitions, Crisis, Detox, Independence; Child & Adol.	3,362.20	Business internet service 04/01-04/30/26
120602	Altitude Analysis	Admin	170.00	Background testing for potential employees
120603	Copier & Supply Company, Inc.	Admin., Bridges, Medical, Mental Health, TC, Recovery	1,939.48	Contract base rate charges for SAVIN/MP copiers
120604	F B Mcfadden Wholesale Co	Century, Duran. WAP, Bridges	93.20	Food nuggets for clients
120605	RS Municipal Utility	Bridges, Medical, TC, Recovery, Century, Transitions, Independence, Continental, Crisis, Detox, Admin., Mental Health, Child & Adol.	3,094.98	Monthly water and sewer readings 02/24/26-3/25/26
120606	Smiths	4-SOR-MAT, QOL, SA-QOL, Duran, WAP, Century, Crisis	7,989.38	Client Rx covered under MAT grant; client Rx covered under QOL grant

**Southwest Counseling Service**  
**Amended Apr 2026 Check Register**

120607	FedEx	Admin	67.80	FedEx Overnight shipping to State Land Investment for Washakie Project
120608	Redwood Toxicology Laboratory, Inc.	Recovery, WAP, Mental Health, Century, Duran	290.79	Outpatient drug testing 3/3/26-3/29/26
120609	Wyoming Department of Health	Medical	381.00	Client Lab fees rendered 03/02/26-03/31/26
120610	WS Construction	WAP	30,500.50	Final Payment Washakie House
120611	All Pro Storage	Admin	270.00	Monthly storage for units A-8, A-10, & C-3
120612	Aspen Construction	Bridges, Recovery, TC, Mental Health, Medical, Transitions, Child and Adol	1,625.00	Snow Removal - 2/17/26 and 2/19/26; Shoveling Sidewalks and Salting - 2/17/26
120613	Barnes, Joshua	Medical	32.00	Client Refund
120614	Castle Cleaning Inc	Mental Health, TC, Recovery, Bridges, Medical	7,955.00	Cleaning services for 03/01/26-03/31/26
120615	Community Centered Consulting, LLC	Admin	4,125.00	March 2026 Grant Writing Services
120616	Eagle Uniform & Supply Co.	TC, Recovery, Mental Health	388.45	Office rugs maintenance
120617	Electronic Network System- Optum	Admin	98.94	EDI Claims; Remittance Advice
120618	Ethos Leadership Group LLC	Admin	3,000.00	Professional Services March Contract payment
120619	Green River Star	Admin	116.00	Health & fitness advertisement; Affidavit of Publication regarding March's Board Meeting
120620	Hagemann, Andrew	CCBHC, 4-SOR-MAT	4,655.00	Contractual Project Evaluator for CCBHC grant (Dates rendered 10/6-10/31/25)
120621	High Security Lock and Alarm	Admin, TC, Recovery	90.00	Duplicate Keys for Facility Maintenance; Repair back door contact
120622	Hunter Family Medical Clinic, P.C.	Medical	270.90	Client lab fees
120623	Jim's Upholstery	Medical	625.00	Recover Exam Bed
120624	Justesen, Mark	Medical	10.00	Client Refund
120625	Leaf Prior SVC By TimePayment	Bridges, Mental Health	120.00	Monthly water system
120626	LockMed	Prevention	4,996.60	Combination Lockbox - Medium - Qty: 108 paid for by the Prevention Grant

**Southwest Counseling Service**  
**Amended Apr 2026 Check Register**

120627	LocumnTenens	Psychiatric	5,120.96	03/30/26-4/2/26 Malpractice Billable & Regular Tele Kenvatta
120628	McKesson Medical Surgical	Medical	76.94	Towelette Qty: 5; Genteal tears Qty: 3
120629	Memorial Hospital	Emergency Services	50.00	Michal Love Reappointment Fee
120630	Nicholas & Company	Century, Duran, WAP, Bridges	9,007.75	Food and paper supplies for clients.
120631	Perfect Clean	Mental Health, TC, Recovery, Bridges, Medical	3,977.50	Cleaning services for 04/01/26-04/15/26
120632	Pioneer Counseling	Admin	89,221.25	Feb Bed Days; Feb Outcomes
120633	Rael, Brenda	Medical	22.92	Client Refund
120634	Reece, Sidney	Admin	4,278.00	Contractual employee
120635	Refresh Design Studio	Admin	187.50	Monthly Web Maintenance
120636	Royal Flush	Prevention	525.00	Tobacco Strategy 6: Dimensions for March
120637	SCS	4-SOR-MAT	1,208.00	Client medical fess covered by MAT grant
120638	SCS	QOL, SA-QOL	3,806.76	Client medical fees covered by QOL grant
120639	SCS	QOL	5,705.69	Paid Rent for 4 Sober Living clients, paid for under the QOL grant
120640	Shadow Ridge	Sober Living	5,800.00	May rent for recovery clients
120641	Shadow Ridge	QOL	800.00	Rent paid under QOL grant
120642	Shepard Construction Solutions, LLC	Duran	38,779.45	Duran Final Payment Request - ARPA
120643	Shepard Construction Solutions, LLC	Bridges	34,844.67	Jonah Building Final Pay Request - ARPA
120644	Silver Ridge Village	SIP	7,037.46	May rent; April utilities
120645	Simmons, Destiny	Emergency	27.50	Client Refund
120646	SweetwaterNOW	Prevention	2,050.00	Tobacco Strategy 6: Dimensions for March
120647	Terminix of Wyoming	Transitions, Duran, Century, WAP, Continental, Crisis, Detox, Independence, Bridges	509.00	Bi-Monthly spraying - Suspend 432-1514
120648	The BI Collaborative	Admin	300.00	BI Platform Modules- Finance & Azure monthly subscription
120649	University of Utah Medical Center - Psych	Psychiatric	11,505.00	Services rendered from 3/1/26-3/31/26

**Southwest Counseling Service**  
**Amended Apr 2026 Check Register**

120650	VLCM	Admin	1,958.41	Microsoft 365 monthly licensing- 03/01/26-03/31/26 Qty: 153; Microsoft Entra P1 NCE 03/01/26-03/31/26 Qty: 2; Microsoft Teams Rooms Pro - 1 Year paid monthly 03/01/26-03/31/26
120651	Whisler Chevrolet Co., Inc	Duran	28.17	Parts: Door Handle - 2006 Chevrolet Express Van G3500, VIN: 59748
120652	WyoRadio	Prevention	1,055.00	Tobacco Strategy 6: Dimensions for March
120653	Mike Bauer	Mental Health	62.35	Employee reimbursements
120654	Beutel, Holly	Admin	22.04	Employee reimbursements
120655	Bramwell, Kimberly	Mental Health	40.00	Employee reimbursements
120656	Coon, Olivia	Admin	10.52	Employee reimbursements
120657	Diodati-Duran, Cynthia	Recovery	78.30	Employee reimbursements
120658	Gatley, Jayda	Prevention	107.00	Employee reimbursements
120659	Grenier, Dana	Medical	40.00	Employee reimbursements
120660	Haney, Shaelyn	Prevention	86.70	Employee reimbursements
120661	Jordan, Brooke	Medical	13.92	Employee reimbursements
120662	Love, Michal	Mental Health	40.00	Employee reimbursements
120663	Miller, Samantha	Child & Adol.	23.42	Employee reimbursements
120664	Norton, Krystle	Recovery	381.48	Employee reimbursements
120665	Scott, Julie	Mental Health	43.51	Employee reimbursements
120666	Swanson, Stephanie	Recovery	26.26	Employee reimbursements
120667	Wray-Marchetti, Melissa	Admin	40.00	Employee reimbursements
120668	Brown, Rhonda	TC	121.93	Employee reimbursements
ACH - 1081	WY Dept. of Workforce Services	Personnel	8,052.39	Unemployment insurance payment
120669	Sweetwater County Section 125	Payroll Deduction	5,121.19	Payroll Liability

**Southwest Counseling Service**  
**Amended Apr 2026 Check Register**

120670	Empower Trust Company, LLC	Payroll Deduction	4,080.00	Payroll Liability
120671	NCPERS Wyoming	Payroll Deduction	192.00	Payroll Liability
120672	Wyoming Retirement System	Personnel	108,235.73	Payroll Liability
120673	Sweetwater County Health Savings Account	Personnel and Payroll Deductions	2,348.66	Payroll Liability
120674	Sweetwater County Claim Fund	Personnel and Payroll Deductions	219,063.68	Payroll Liability
120675	Transamerica	Personnel	1,845.20	Group Life Insurance
120676	Aflac Group	Payroll Deduction	2,040.52	Payroll Liability
120677	Circuit Court Third Judicial District	Payroll Deduction	763.79	Payroll Liability
120678	Circuit Court Third Judicial District	Payroll Deduction	277.26	Payroll Liability
120679	Circuit Court Third Judicial District	Payroll Deduction	527.85	Payroll Liability
120680	Blomquist Hale Consulting	Personnel	496.60	Wellness/EAP
EFTPS	RSNB	Personnel and Payroll Deductions	139,229.83	Payroll Taxes
500000 - 500002 & Electronic	Salaries	Payroll	463,119.23	Salaries
120681	Ace Hardware	Mental Health, Recovery, TC, Century	1,007.44	Ice melt Qty: 1 Pallet
120682	Whisler Chevrolet Co., Inc	QOL	39,900.00	Purchase Van under QOL grant

**\$1,423,778.97**

# Reports

### FY26 Drawdown of Residential Funding

\*Based on FY24 Funding Levels

Goal is 8.33%/mo

March Goal is 74.97%

	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	FY26 YTD
<b>Total SUD</b>	<b>70 beds</b>									<b>\$1,968,074.40</b>
<b>Bed Days Provided:</b>	<b>1353</b>	<b>1608</b>	<b>1634</b>	<b>1563</b>	<b>1474</b>	<b>1599</b>	<b>1549</b>	<b>1452</b>	<b>1698</b>	<b>13930</b>
Provided:	\$ 129,984.00	\$ 153,401.32	\$ 156,432.34	\$ 143,671.02	\$ 137,027.20	\$ 155,427.72	\$ 152,997.22	\$ 149,658.32	\$ 175,258.20	\$ 1,353,857.34
Deficit/(Overage):	\$ (34,022.20)	\$ (10,604.88)	\$ (7,573.86)	\$ (20,335.18)	\$ (26,979.00)	\$ (8,578.48)	\$ (11,008.98)	\$ (14,347.88)	\$ 11,252.00	\$ (122,198.46)
YTD Utilization:	<b>79.26%</b>	<b>93.53%</b>	<b>95.38%</b>	<b>87.60%</b>	<b>83.55%</b>	<b>94.77%</b>	<b>93.29%</b>	<b>91.25%</b>	<b>106.86%</b>	<b>68.79%</b>

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

	32 beds									\$ 735,939.50
<b>Total MH</b>	<b>32 beds</b>									<b>\$ 735,939.50</b>
<b>Bed Days Provided:</b>	<b>783</b>	<b>784</b>	<b>749</b>	<b>767</b>	<b>780</b>	<b>789</b>	<b>820</b>	<b>699</b>	<b>791</b>	<b>2316</b>
Provided:	\$ 43,637.06	\$ 43,013.22	\$ 41,299.30	\$ 40,408.24	\$ 43,081.88	\$ 42,091.80	\$ 44,977.10	\$ 38,802.34	\$ 44,423.94	\$ 381,734.88
Deficit/(Overage):	\$ (17,691.23)	\$ (18,315.07)	\$ (20,028.99)	\$ (20,920.05)	\$ (18,246.41)	\$ (19,236.49)	\$ (16,351.19)	\$ (22,525.95)	\$ (16,904.35)	\$ (170,219.74)
YTD Utilization:	<b>71.15%</b>	<b>70.14%</b>	<b>67.34%</b>	<b>65.89%</b>	<b>70.25%</b>	<b>68.63%</b>	<b>73.34%</b>	<b>63.27%</b>	<b>72.44%</b>	<b>51.87%</b>

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

	5 beds									\$ 238,750.20
<b>Sub-Acute</b>	<b>5 beds</b>									<b>\$ 238,750.20</b>
<b>Bed Days Provided:</b>	<b>83</b>	<b>87</b>	<b>111</b>	<b>131</b>	<b>2</b>	<b>21</b>	<b>29</b>	<b>19</b>	<b>36</b>	<b>281</b>
Provided:	\$ 19,982.25	\$ 20,945.25	\$ 26,723.25	\$ 31,538.25	\$ 481.50	\$ 5,055.75	\$ 6,981.75	\$ 4,574.25	\$ 8,667.00	\$ 124,949.25
Deficit/(Overage):	\$ 86.40	\$ 1,049.40	\$ 6,827.40	\$ 11,642.40	\$ (19,414.35)	\$ (14,840.10)	\$ (12,914.10)	\$ (15,321.60)	\$ (11,228.85)	\$ (54,113.40)
YTD Utilization:	<b>100.43%</b>	<b>105.27%</b>	<b>134.32%</b>	<b>158.52%</b>	<b>2.42%</b>	<b>25.41%</b>	<b>35.09%</b>	<b>22.99%</b>	<b>43.56%</b>	<b>52.33%</b>

Sub-Acute Rate	
Sub-Acute	\$ 240.75

	107 beds									\$ 2,942,764.10
<b>Overall</b>	<b>107 beds</b>									<b>\$ 2,942,764.10</b>
<b>Bed Days Provided:</b>	<b>2219</b>	<b>2479</b>	<b>2494</b>	<b>2461</b>	<b>2256</b>	<b>2409</b>	<b>2398</b>	<b>2170</b>	<b>2525</b>	<b>16527</b>
Provided:	\$ 193,603.31	\$ 217,359.79	\$ 224,454.89	\$ 215,617.51	\$ 180,590.58	\$ 202,575.27	\$ 204,956.07	\$ 193,034.91	\$ 228,349.14	\$ 1,860,541.47
Deficit/(Overage):	\$ (51,627.03)	\$ (27,870.55)	\$ (20,775.45)	\$ (29,612.83)	\$ (64,639.76)	\$ (42,655.07)	\$ (40,274.27)	\$ (52,195.43)	\$ (16,881.20)	\$ (346,531.60)
YTD Utilization:	<b>78.95%</b>	<b>88.63%</b>	<b>91.53%</b>	<b>87.92%</b>	<b>73.64%</b>	<b>82.61%</b>	<b>83.58%</b>	<b>78.72%</b>	<b>93.12%</b>	<b>63.22%</b>

	590 days									\$ 75,313.00
<b>Opioid Detox Grant</b>	<b>590 days</b>									<b>\$ 75,313.00</b>
<b>Bed Days Provided:</b>	<b>8</b>	<b>4</b>	<b>30</b>	<b>47</b>	<b>112</b>	<b>106</b>	<b>88</b>	<b>22</b>	<b>0</b>	<b>417</b>
Provided:	\$ 2,968.00	\$ 1,484.00	\$ 11,130.00	\$ 17,437.00	\$ 41,552.00	\$ 39,326.00	\$ 32,648.00	\$ 8,162.00	\$ -	\$ 154,707.00

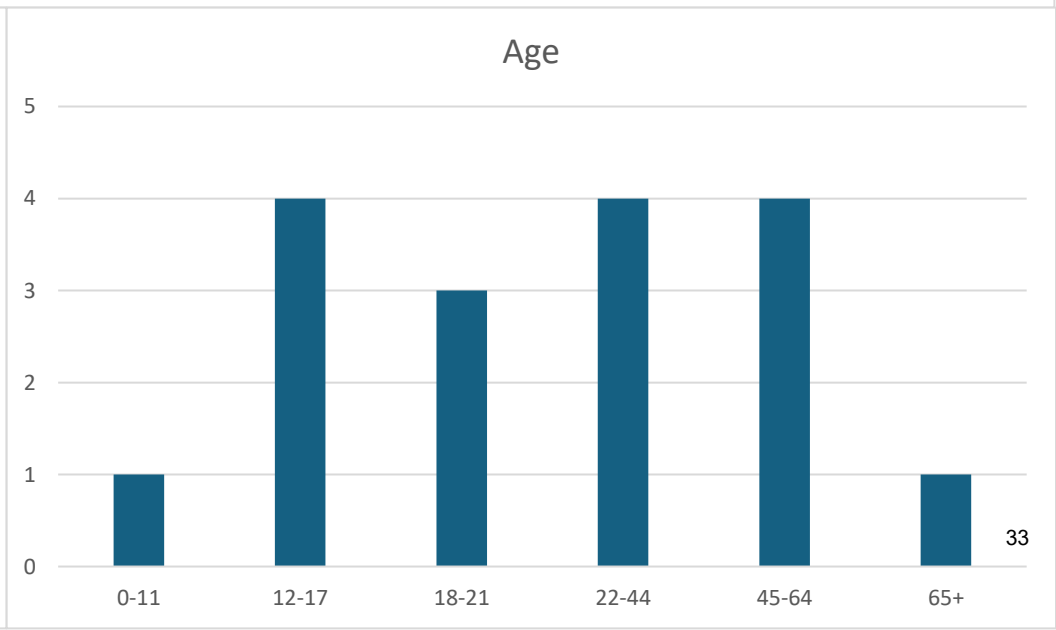
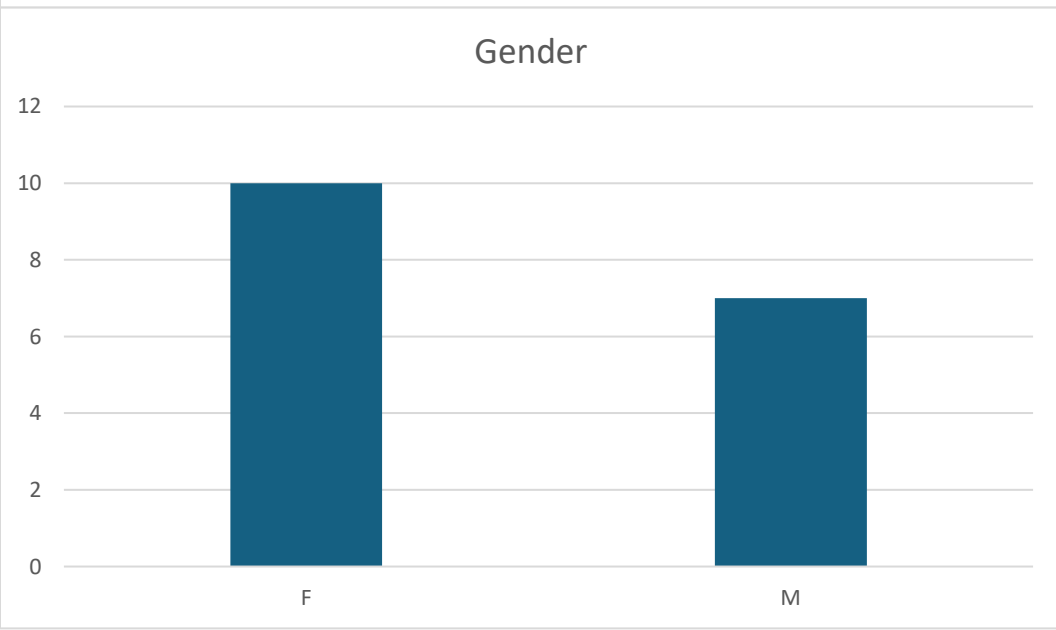
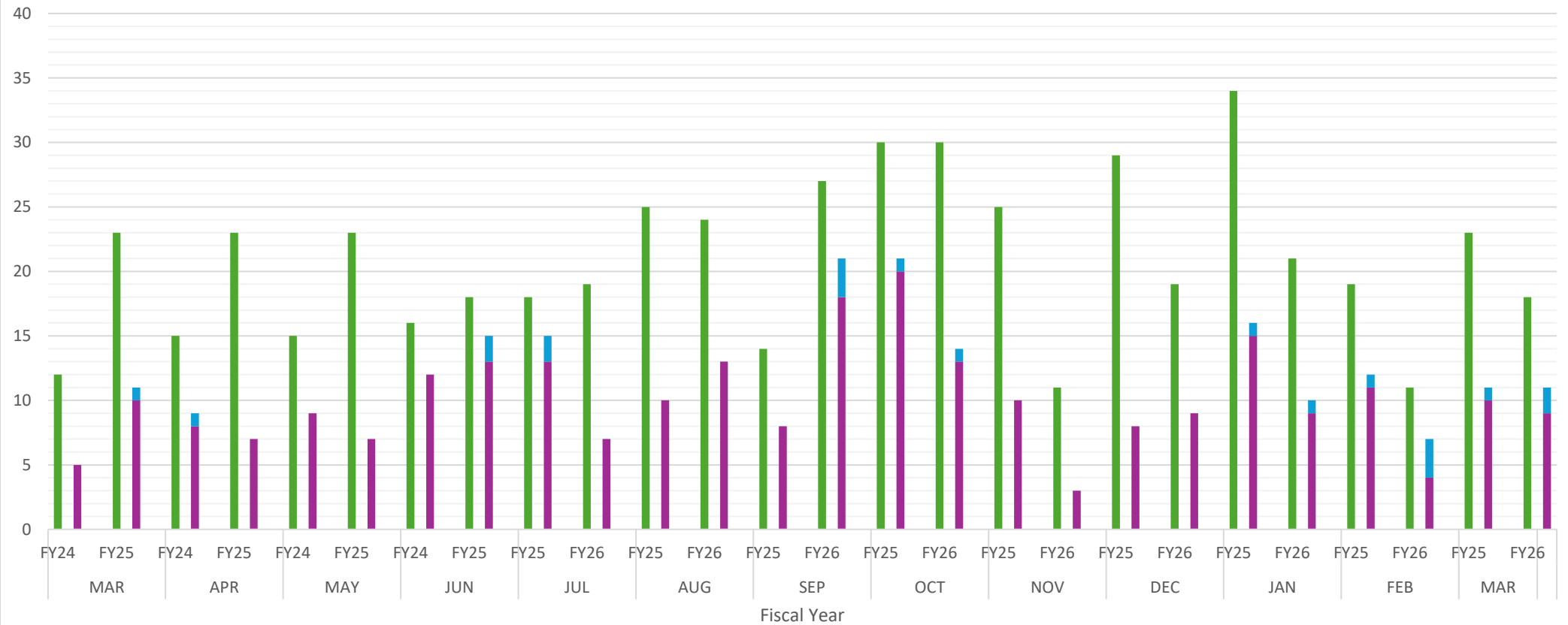
Opioid Rate	
Sub-Acute	\$ 371.00

	794 days									\$ 273,546.00
<b>Sub-Acute Grant</b>	<b>794 days</b>									<b>\$ 273,546.00</b>
<b>Bed Days Provided:</b>	<b>93</b>	<b>41</b>	<b>14</b>	<b>43</b>	<b>17</b>	<b>97</b>	<b>27</b>	<b>35</b>	<b>64</b>	<b>431</b>
Provided:	\$ 30,225.00	\$ 13,325.00	\$ 4,550.00	\$ 13,975.00	\$ 5,525.00	\$ 31,525.00	\$ 8,775.00	\$ 11,375.00	\$ 20,800.00	\$ 140,075.00

Sub-Acute Rate	
Sub-Acute	\$ 325.00

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

■ Emergency Assessment    
 ■ Emergency Detentions    
 ■ Involuntary Hospitalizations





## April 2026 Staffing Summary Report

### Staffing Overview

As of April 21, 2026, the majority of approved positions are filled, and current vacancies remain minimal.

- **Total Approved Positions:** 137.5
  - **Positions Filled:** 130.5
  - **Current Vacancies:** 7
  - **Overall Staffing Percentage:** 94.91%
- 

### Vacancy Details

#### Active Vacancies

- **Three Treatment Support Positions:** Actively being recruited
- **One Clerical Position:** At the March 24, 2026 Board meeting, approval was granted for two full-time Clerical positions to support departmental needs. Since that time, a part-time clerical employee has been transitioned into one of the full-time roles to better meet operational demands. Recruitment efforts are currently underway to fill the remaining vacancy and maintain appropriate staffing levels within the department.
- **Certified Social Worker:** Not open due to the hiring freeze
- **Clinician:** Not open due to the hiring freeze
- **Manager of Recovery Services:** Not open due to the hiring freeze

#### Roles Not Counted as Vacant

- Grant Compiler and Case Manager Supervisor 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 April 21, 2026)

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

<b>March 2026 SCS Staffing Report</b>				
<b>Position</b>	<b>Range #</b>	<b>Approved</b>	<b>FTE's Filled</b>	<b>Vacant FTE's</b>
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	7	2
Residential Support-Full Time	32	43	42	1
Residential Support-Part Time	32	12	11	1
Medication Room Technician	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	Position deemed 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	2	1
MyAvatar Specialist	50	1	1	0
PC Support Specialist	50	1	1	0
Case Manager Supervisor	51	0	0	Position deemed not needed at this time.
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	9	1
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	0	1
Chief Financial Officer	77	1	1	0
Advanced Nurse Practitioner - General	81	1	1	0
Executive Director	85	1	1	0

<b>Southwest Counseling</b>				
<b>Request to Restaff-Cost Summary Sheet</b>				
<b>Board Meeting Date:</b>	4/29/2026			
<b>Department:</b>	Psychosocial			
<b>Position:</b>	Treatment Support Staff			
<b>Vacancy Date:</b>				
<b>Reason For Vacancy:</b>	Status change from FT to PT.			
<b>Department Request:</b>	We are requesting to restaff position immediately.	<b>APPROVED AT PERSONNEL COMMITTEE MEETING ON 04/02/2026.</b>		
<b>Anticipated Restaff Date:</b>	4/6/2026			
<b>Treatment Support Staff</b>				
	Previous Costs to Staff Position	Anticipated Costs to Staff Position		
<b>Job Title</b>	Treatment Support Staff	Treatment Support Staff		
<b>Full/Part Time</b>	Full Time	Full Time		
<b>Hire Date</b>	6/9/2025	4/6/2026		
<b>Grade</b>	32	32	<b>Net Difference</b>	
<b>Monthly Salary</b>	\$ 2,505.60	\$ 2,505.60	\$ -	
<b>Retirement</b>	\$ 466.54	\$ 466.54	\$ -	
<b>Health Insurance</b>	\$ 3,218.86	\$ 1,053.66	\$ (2,165.20)	
<b>LTD</b>	\$ 8.63	\$ 8.63	\$ -	
<b>Worker's Comp.</b>	\$ 17.77	\$ 17.77	\$ -	
<b>Total Benefits</b>	\$ 3,711.80	\$ 1,546.60	\$ (2,165.20)	
<b>Total Monthly Cost of Employment</b>	\$ 6,217.40	\$ 4,052.20	\$ (2,165.20)	
<b>Total Annual Cost of Employment</b>	\$ 74,608.80	\$ 48,626.40	\$ (25,982.40)	
<b>Net Difference</b>	<b>(\$25,982.40)</b>			

<b>Southwest Counseling</b>				
<b>Request to Restaff-Cost Summary Sheet</b>				
<b>Board Meeting Date:</b>	4/29/2026			
<b>Department:</b>	Psychosocial			
<b>Position:</b>	Treatment Support Staff			
<b>Vacancy Date:</b>	4/2/2026			
<b>Reason For Vacancy:</b>	Employee left for a new position.			
<b>Department Request:</b>	We are requesting to restaff position immediately.	<b>APPROVED AT PERSONNEL COMMITTEE MEETING ON 04/02/2026.</b>		
<b>Anticipated Restaff Date:</b>	4/6/2026			
<b>Treatment Support Staff</b>				
	Previous Costs to Staff Position	Anticipated Costs to Staff Position		
<b>Job Title</b>	Treatment Support Staff	Treatment Support Staff		
<b>Full/Part Time</b>	Full Time	Full Time		
<b>Hire Date</b>	8/30/2021	4/6/2026		
<b>Grade</b>	32	32	<b>Net Difference</b>	
<b>Monthly Salary</b>	\$ 2,906.74	\$ 2,505.60	\$ (401.14)	
<b>Retirement</b>	\$ 541.23	\$ 466.54	\$ (74.69)	
<b>Health Insurance</b>	\$ 1,053.66	\$ 1,053.66	\$ -	
<b>LTD</b>	\$ 9.71	\$ 8.63	\$ (1.08)	
<b>Worker's Comp.</b>	\$ 33.39	\$ 25.49	\$ (7.90)	
<b>Total Benefits</b>	\$ 1,637.99	\$ 1,554.32	\$ (83.67)	
<b>Total Monthly Cost of Employment</b>	\$ 4,544.73	\$ 4,052.20	\$ (492.53)	
<b>Total Annual Cost of Employment</b>	\$ 54,536.82	\$ 48,626.40	\$ (5,910.42)	
<b>Net Difference</b>	<b>(\$5,910.42)</b>			



# Intake Report

OPEN ACCESS, SCHEDULED, EMERGENCY

FEBRUARY 2026, MARCH 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.



# March Intake Appointment Summary

## Open Access Intakes

For the month of March, we had a possible 73 appointments.

Out of those 73 appointments we had 57 available appointments. There were 16 less appointments due to clinicians being, on annual leave, on call and sick leave.

Out of the of 57 possible appointments, 16 appointment spots were unfilled. We had an additional six appointments filled with open client spots, totaling 47 appointments filled.

## Non Open Access Intakes

For the month of March, we had a possible of 19 appointments.

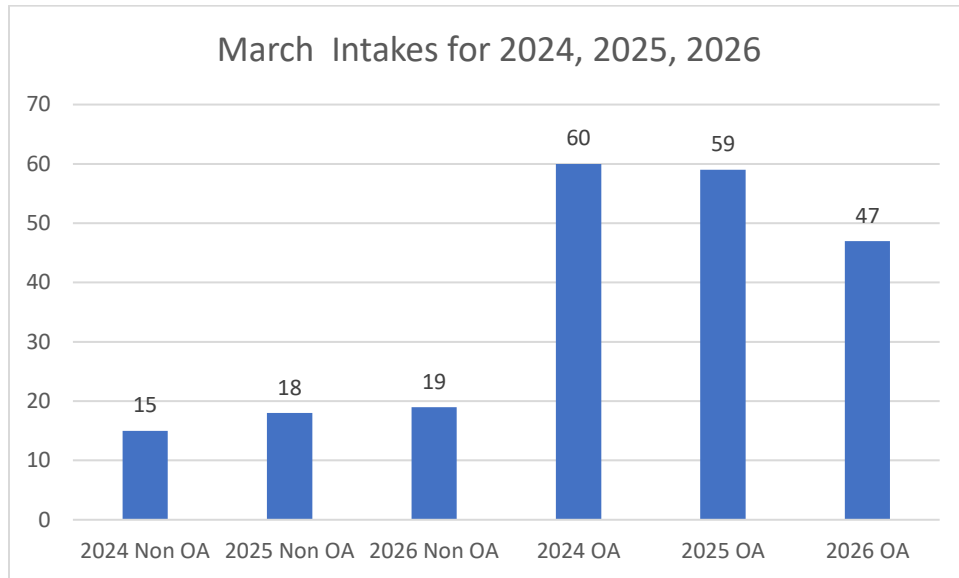
Out of those 19 appointments, we had nine available appointments. There were 10 less appointments due to clinicians being on call, annual leave and sick leave.

In addition to the nine available appointments there were 12 appointments filled from open client hours filled for a total of 21 scheduled appointments.

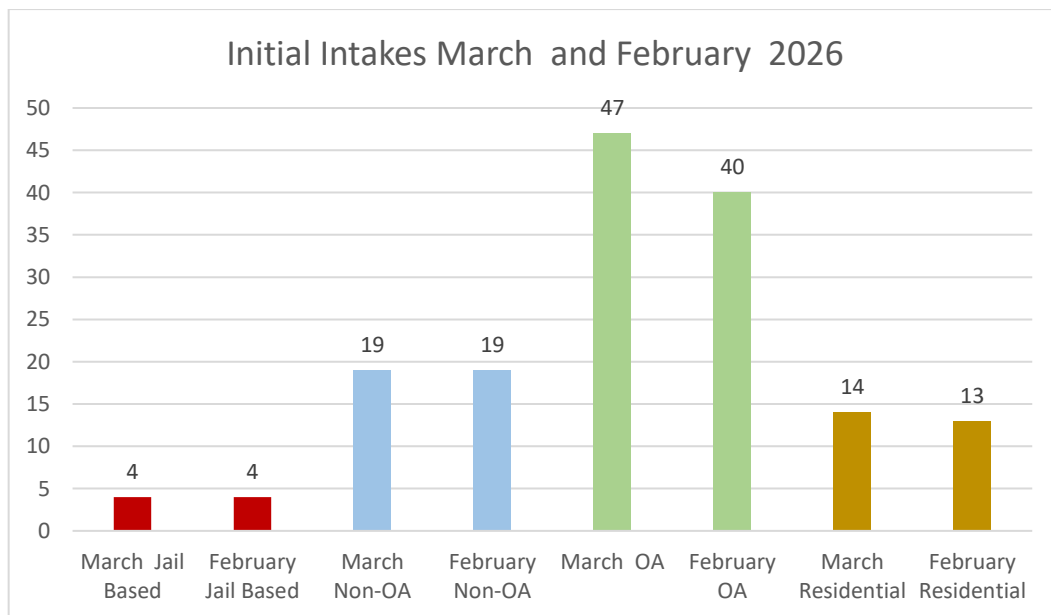
Out of those 21 appointments we had two cancelation, for a total of 19 outpatient scheduled intakes.

In addition, there were 14 Residential intakes and four Jail Based intakes.

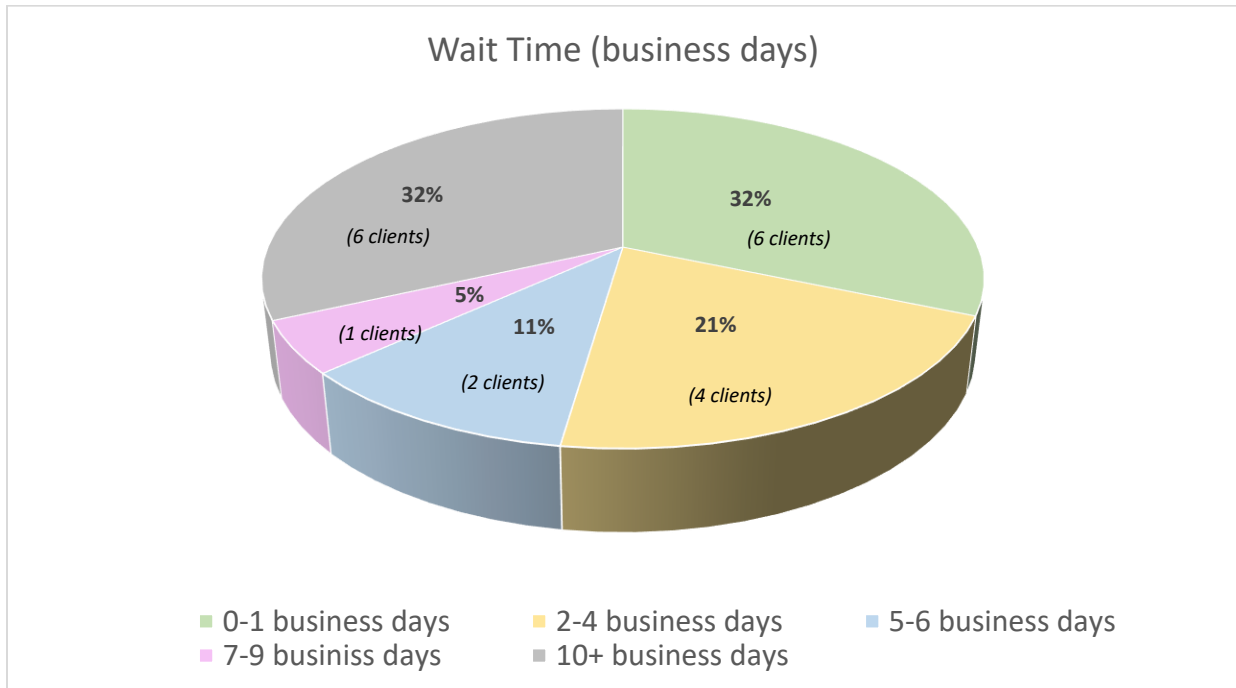
# March Open Access (OA) and Scheduled Intakes



# March and February 2026



# March Scheduled Intake Wait Time



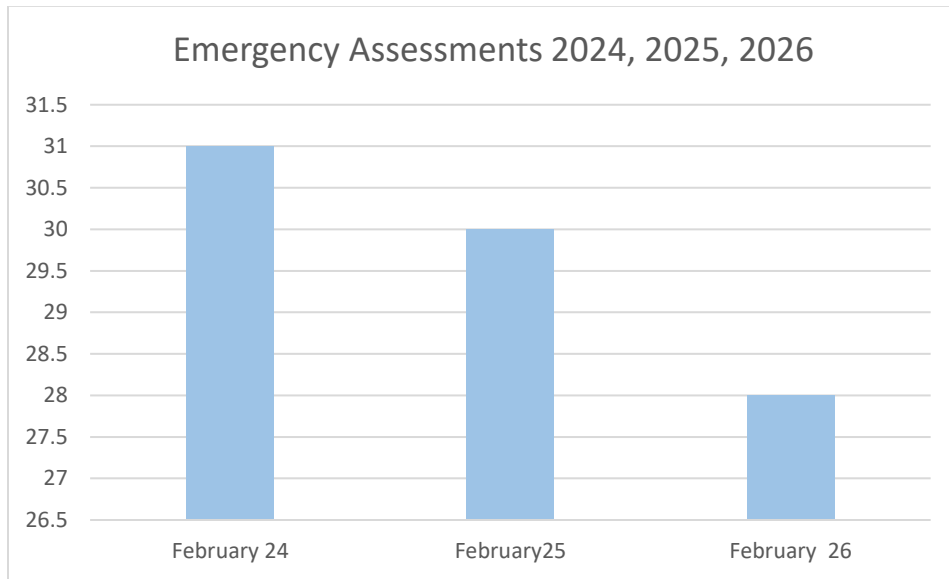
## Wait Time 10 Days Plus Summary

Four intakes were 10-15 days wait time due to on call rotations, annual leave and professional leave.

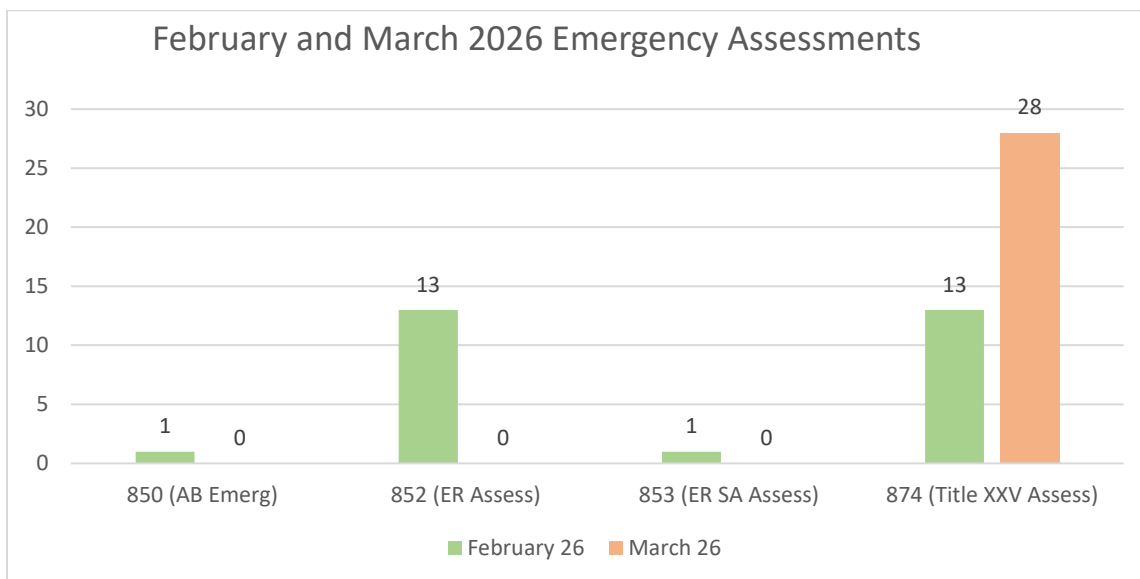
One intake was 13 days wait time due to first available scheduled intake time.

One intake was 19 days wait time due to client's work schedule.

## March Emergency Intakes



## February and March 2026 Emergency Intakes



# **Committee Updates**

**ii. Personnel/Workforce**  
(4/2/26, 4/16/26)

**iii. Finance**  
(4/8/26)

**vi. Policies Committee**  
(4/7/26)

## Personnel Committee Meeting Minutes April 2, 2026

Members Present: TJ Schwartz, Kayleen Logan, Kristy Kauppi, Margene Chew, and Melissa Wray-Marchetti

Meeting was held via Teams

Meeting called to order at 10:30 am by Kayleen Logan

### Current Staffing Status

- Bridges: Two full-time vacancies.
- Recovery: Two part-time vacancies (1.0 FTE).
- Increase from previous 1.5 vacancies.
- Approved to fill two full-time Treatment Support Staff (Bridges) that were presented.
- Two part-time Recovery vacancies remaining.

### Turnover Discussion

- Turnover expected in entry-level roles but currently perceived as high.
- Standardized onboarding and training.
- Enhanced population-specific orientation.
- Better expectation alignment to reduce turnover.

### Reclassification Proposal

- Convert provisional clinician to fully licensed role.
- Decrease provisional count, increase licensed count.
- Supports on-call coverage and staffing gaps.
- Estimated \$11,000 annual increase.
- Should be included in future budget assumptions.

### Clinical Director

- Send job description to Personnel Committee for review/changes.
- Get job description and position approved and would like to start recruiting at time of approval by Board time.

### Psychiatric APRN

- Get position approved and would like to start recruiting at time of approval by Board.

## Action Items

- Provide turnover summary data to Personnel Committee members.
- Correct documentation errors, and submit Bridges staffing approvals for consent agenda with April board packet.
- Prepare and present clinician reclassification request.
- Prepare and present APRN request for approval and recruitment.  
Prepare and present Clinical Director job description for approval, the state and national market comparison, the approval of the position and recruitment.

DRAFT

## **Personnel Committee Meeting Minutes April 16, 2026**

Members Present: TJ Schwartz, Kristy Kauppi, Margene Chew, and Melissa Wray-Marchetti

Meeting was held via Teams

Meeting called to order at 10:30 am by TJ Schwartz

### **Succession Planning**

- Discussed Employee's upcoming retirement and need for a clear transition plan

### **Interim On-Call Coverage**

- Employee offered short-term support (up to 6 months)
- Will assist with on-call coverage and reduce staff burnout
- Not intended as a long-term solution; internal staff remain primary

### **Contract Proposal**

- Concerns about cost, higher rates than current staff, and unclear scope/payment terms
- Proposal includes up to 4 hours/day; still open for negotiation

### **Employee's Role**

- Best used for on-call gaps and complex cases
- Less need for routine consultation
- Scope and expectations need to be clearly defined

### **Financial & Operational Approach**

- Prioritize cost efficiency and use of internal staff
- Consider limiting contract to on-call and occasional consultation
- Alternatives: hourly pay, internal primary contact, informal staff support

### **Next Steps (Contract)**

- Meet with Employee to refine scope, expectations, and pay
- Present finalized contract to Personnel Committee

### **Prevention Specialist Wages**

- Wages below market; roles are grant-funded
- Proposal to increase pay for equity with similar positions
- Will move forward for board review

## **Staffing**

- Approved to hire part time Treatment Support Staff for Recovery position.

## **Seasonal Staffing**

- Request for 5 summer staff (starting June 15)
- Need to confirm impact of hiring freeze and approval process

## **Action Items**

- Meet with Employee to revise contract
- Confirm seasonal hiring process
- Continue on-call transition planning

DRAFT

April 8, 2026

Melissa, Barbara and Kayleen

Melissa had a great meeting with the hospital. Both entities were glad that SCS and the hospital had developed an MOU.

Sliding Fee Scale: Explore the sliding fee scale. No changes. DUI eval is higher. Moved the family therapy scale to a higher rate several years ago. The state contract does not require a sliding fee scale however SCS continues to offer a sliding fee scale. SCS has a higher number of providers that are providers for UMR. Fee scale for BHR maximum is MH psychotherapy at 108.90 per hr. New pt is 185.45 and established 130.10 fees. There has been legislation to increase the fees but may not be ready by July 1. Assessed the sliding fees for all areas of services provided to clients.

County Component Unit Partner 2% cost of living adjustment and 5% increase in employee benefit costs. In years past the increase was passed to the staff of SCS but recently the cost has not been passed. Encouraged for the 2% COLA and insurance be paid by the county due to financial situation of the agency and trying to provide compensation to the staff. Discussed the possible exploration of the hospital navigators and SCS CM to meet.

County is taking over the maintenance. Two parts to the county capital and funding request. The projects were discussed such as the HVAC system. BOCC did not fund for any of the capital projects. The ARPA grants were in 2024. \$17,000 is too much money to put in reserves to pay for cost of county maintenance. SCS is paying for big items that are replaced. \$ 6500 per month to put into a separate account is what Gene suggested. It would help to have a capitol reserve as well as operations reserve. There is a MOU that needs to be discussed regarding the Capitol. Melissa will reach out to John DeLeone regarding the MOU. Melissa will start the process for the MOU and capital request with Island.

\$34, 33 and 37 thousands are due as final payments for the ARPA grants. Have gone over what we are obligated for. The \$34 thousand will be covered by grant. Approximately \$60 thousand will be paid by SCS. The agency has kept the account that had fraudulent checks (in process of being able to close that account)-new account was opened to stop the fraudulent activities.

Information Request – CU -The budget agreement The questions and data requested was explored. Discussed the document that would be completed for the county.

Discussed the payouts of sick leave and annual leave over the past year that has impacted the budget 2026.

HVAC for FH and Bullet Resistant FH

County Budget Request – Met with John DeLeon on the BOCC MOU

Most of capital is just keeping the things running.

Facilities committee is still meeting. Still working on the various ideas. Things are moved into the facility to be utilized. Still could cut back on some of the clerical workload by streamlining duties. Has been exploring with Bill, the grant writer to help with this area.

Looked at the calendar events with dates and items addressed. The calendar will be included in the board packets. May 15 th the budget form is due to the county.

First townhall meeting was held. There were questions regarding the board overstepping. The staff would like to know the process the board is in regarding the ED.

Submitted,

Kayleen Logan

Minutes  
Policy Committee  
April 7, 2026

Members Present: TJ Schwartz, Melissa Wray-Marchetti, Holly Beutel and Barbara Sowada

Excused: Kristy Kauppi, 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

**Old Business**

**Updated policies.** Staff had updated three previously Board approved policies into new policy format. Policies were Bereavement, Lobbying, and Sick Leave Bank. Action: The 3 policies will be presented in the consent agenda in the Board packet for the April meeting.

**Authority to Hire/Appoint** policy was discussed and revisions made. Action: Policy will be submitted to Board's counsel for review and recommendations. Goal is to have attorney's comments in time for April 14<sup>th</sup> meeting.

**New Business**

**Absenteeism Policy** is ready for review by counsel.

**Next meeting:** Tuesday, April 14, 2026

**Meeting adjourned:** at 3:00 pm

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

# Previous Business

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

1. **Parties.** The parties to this Contract are Wyoming Department of Health, Behavioral Health Division (Agency), whose address is: 122 West 25th Street, Herschler Building 2 West, Suite B, Cheyenne, Wyoming 82002, and Southwest Counseling Service (Subrecipient), whose address is: 2300 Foothill Boulevard, Rock Springs, Wyoming 82901. This Contract pertains to the Mental Health and Substance Abuse section of the Agency.
2. **Purpose of Contract.** The purpose of this Contract is to set forth the terms and conditions by which the Subrecipient shall provide behavioral health treatment services and supports that are accessible, affordable, and accountable to clients and the Agency, and that are provided in the least restrictive and most appropriate environment.
3. **Term of Contract.** This Contract is effective when all parties have executed it (Effective Date). The term of the Contract is from July 1, 2026, or Effective Date, whichever is later, through August 31, 2027. All services shall be completed during this term. Notwithstanding the foregoing sentences, the Subrecipient must spend funds by June 30, 2027.
4. **Payment.**
  - A. The Agency agrees to pay the Subrecipient for the services described in Section 5 below and in Attachment A, Statement of Work, which is attached to and incorporated into this Contract by this reference. Total payment under this Contract shall not exceed nine million, five hundred nine thousand, eight hundred one dollars and seventy-seven cents (\$9,509,801.77). Payment shall be made within forty-five (45) days after submission of invoice pursuant to Wyo. Stat. § 16-6-602 or in accordance with Attachment A. Subrecipient shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Contract.
  - B. Federal funds included in this Contract are provided under the federal Block Grants for Prevention and Treatment of Substance Abuse, Assistance Listing Number (ALN) 93.959.
  - C. Federal funds included in this Contract are provided under the federal Block Grants for Community Mental Health Services, ALN 93.958.
  - D. No payment shall be made for work performed before the Effective Date of this Contract. Should the Subrecipient fail to perform in a manner consistent with the terms and conditions set forth in this Contract, payment under this Contract may be

withheld until such time as the Subrecipient performs its duties and responsibilities to the satisfaction of Agency.

- E. Except as otherwise provided in this Contract, the Subrecipient shall pay all costs and expenses, including travel, incurred by Subrecipient or on its behalf in connection with Subrecipient's performance and compliance with all of Subrecipient's obligations under this Contract.
- F. Payments for Quality of Life (QOL) expenditures will be issued based upon Agency approval of monthly invoices submitted to the Agency using the payment template in the Agency designated data system; Behavioral Health Management System (BHMS).
- G. Withholding of Funds
  - (i) Failure to deliver contracted services, meet performance targets, or submit deliverables as outlined in this Contract may result in one (1) or more of the following actions at the Agency's discretion:
    - (a) Reduction or withholding of payment(s) until the matter is resolved;
    - (b) Issuance of Corrective Action Plan (CAP). Failure to implement the CAP shall result in the withholding of payment(s), termination of Contract, or both.
- H. In the event of serious human or technical failure in the payment system under this Contract, as evaluated by the Director of the Agency, the Agency will notify the Subrecipient within thirty (30) days of determination and change the payment methodology at the sole discretion of the Agency, until the Director of the Agency finds that system deficits have been corrected.

**5. Responsibilities of Subrecipient.** The Subrecipient agrees to:

- A. Provide behavioral health service delivery as described in: Attachment A, Statement of Work; Attachment B, Data Management Plan; and Attachment C, Substance Use Prevention, Treatment, and Recovery Services Block Grant (SUBG) and Community Mental Health Services Block Grant (MHBG) Contract Supplemental Information, all of which are attached to and incorporated into this Contract by this reference.
- B. Deliver services in accordance with the Behavioral Health Center provider manual, which is incorporated into this Contract by this reference.
- C. Provide data and narrative reporting on services delivered as requested by the Agency.

6. **Responsibilities of Agency.** The Agency agrees to:

- A. Pay Subrecipient in accordance with Section 4 above.
- B. Consult with and advise the Subrecipient, as necessary, about the requirements of this Contract and provide technical assistance as needed.
- C. Monitor and evaluate the Subrecipient's compliance with the conditions set forth in this Contract.
- D. Protect client identifying information received from the Subrecipient in a manner that complies with all state and federal confidentiality requirements and agreements, including the Health Insurance Portability and Accountability Act (HIPAA), as implemented.
- E. Provide the Subrecipient with standard reports that are available through the Agency designated data system.
- F. Communicate the date of a proposed on-site evaluation within forty-five (45) calendar days prior to the evaluation. Notice of an on-site evaluation is not required if the Agency is investigating complaints that include fraud or threats, or both, to client safety or well-being.

7. **Special Provisions.**

- A. **Assumption of Risk.** The Subrecipient shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Subrecipient's failure to comply with state or federal requirements. The Agency shall notify the Subrecipient of any state or federal determination of noncompliance.
- B. **Environmental Policy Acts.** Subrecipient agrees all activities under this Contract will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.
- C. **Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Contract may be terminated without penalty if a private entity that receives funds under this Contract:
  - (i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
  - (ii) Procures a commercial sex act during the period of time that the award is in effect; or



this Contract, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.

- J. Suspension and Debarment.** By signing this Contract, Subrecipient certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Contract suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Subrecipient agrees to notify Agency by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Contract.
- K. Administration of Federal Funds.** Subrecipient agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 CFR Part 200, et seq.; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.
- L. Copyright License and Patent Rights.** Subrecipient acknowledges that federal grantor, the State of Wyoming, and Agency reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Contract; and (2) any rights of copyright to which Subrecipient purchases ownership using funds awarded under this Contract. Subrecipient must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Contract.
- M. Federal Audit Requirements.** Subrecipient agrees that if it expends an aggregate amount in excess of the amount set forth in 2 CFR Part 200, Subpart F in federal awards during its fiscal year, it must undergo an organization-wide financial and compliance single audit. Subrecipient agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 CFR Part 200, Subpart F. If findings are made which cover any part of this Contract, Subrecipient shall provide one (1) copy of the audit report to Agency and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to Agency's records.
- N. Non-Supplanting Certification.** Subrecipient hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. Subrecipient should be

able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Contract.

- O. Program Income.** Subrecipient shall not deposit grant funds in an interest bearing account without prior approval of Agency. Any income attributable to the grant funds distributed under this Contract must be used to increase the scope of the program or returned to Agency.
- P. Applicability of Appendix II to 2 CFR Part 200.** This Contract has been funded, in whole or in part, with an Award of Federal funds and is bound by the federal contract provisions required by the Uniform Guidance Appendix II of 2 CFR Part 200 (the Federal Contract Provisions), incorporated herein by this reference. In the event of a conflict between the Special Provisions section of this Contract, or any attachments or exhibits incorporated herein, and the Federal Contract Provisions, the Federal Contract Provisions shall control. Failure to comply with the Federal Contract Provisions shall constitute an event of default under this Contract. If such a default remains uncured five (5) calendar days following the termination of a thirty (30) day prior written notice period, the Agency may terminate this Contract. This remedy will be in addition to any other remedy available to the State of Wyoming and the Agency under this Contract, at law, or in equity.

## **8. General Provisions.**

- A. Amendments.** Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument, executed by all parties to this Contract.
- B. Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Contract shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms “hereof,” “hereunder,” “herein,” and words of similar import, are intended to refer to this Contract as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.
- C. Assignment Prohibited and Contract Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Contract without the prior written consent of the other party. The Subrecipient shall not use this Contract, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.
- D. Audit and Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the Subrecipient which are pertinent to this Contract.

- E. Availability of Funds.** Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Contract, the Contract may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the Subrecipient at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.
- F. Award of Related Contracts.** The Agency may award supplemental or successor contracts for work related to this Contract or may award contracts to other subrecipients for work related to this Contract. The Subrecipient shall cooperate fully with other subrecipients and the Agency in all such cases.
- G. Certificate of Good Standing.** The Subrecipient shall provide to the Agency a Certificate of Good Standing from the Wyoming Secretary of State, or other proof that Subrecipient is authorized to conduct business in the State of Wyoming, if required, before performing work under this Contract. Subrecipient shall ensure that annual filings and corporate taxes due and owing to the Secretary of State's office are up-to-date before signing this Contract.
- H. Compliance with Laws.** The Subrecipient shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Contract.
- I. Confidentiality of Information.** Except when disclosure is required by the Wyoming Public Records Act or court order and subject to the limitations set out in Section 8.R. below, all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Subrecipient in the performance of this Contract shall be kept confidential by the Subrecipient unless written permission is granted by the Agency for its release. If and when Subrecipient receives a request for information subject to this Contract, Subrecipient shall notify Agency within ten (10) days of such request and shall not release such information to a third party unless directed to do so by Agency.
- J. Entirety of Contract.** This Contract, consisting of fourteen (14) pages; Attachment A, Statement of Work, consisting of twelve (12) pages; Attachment B, Data Management Plan, consisting of five (5) pages; Attachment C, Substance Use Prevention, Treatment, and Recovery Services Block Grant (SUBG) and Community Mental Health Services Block Grant (MHBG) Contract Supplemental Information, consisting of seven (7) pages; and the Federal Contract Provisions,

represent the entire and integrated Contract between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Contract and the language of any attachment or document incorporated by reference, the language of this Contract shall control.

- K. Ethics.** Subrecipient shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, et seq.) and any and all ethical standards governing Subrecipient's profession.
- L. Extensions.** Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein.
- M. Force Majeure.** Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.
- N. Indemnification.** The Subrecipient shall release, indemnify, and hold harmless the State, the Agency, and their officers, agents, and employees from any and all claims, suits, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of Subrecipient's failure to perform any of Subrecipient's duties and obligations hereunder or in connection with the negligent performance of Subrecipient's duties or obligations, including, but not limited to, any claims, suits, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of Subrecipient's negligence or other tortious conduct.
- O. Independent Contractor.** The Subrecipient shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Contract, the Subrecipient shall be free from control or direction over the details of the performance of services under this Contract. The Subrecipient shall assume sole responsibility for any debts or liabilities that may be incurred by the Subrecipient in fulfilling the terms of this Contract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing the Subrecipient or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency or to incur any obligation of any kind on behalf of the State of Wyoming or the Agency. The Subrecipient agrees

that no health or hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to State of Wyoming employees will inure to the benefit of the Subrecipient or the Subrecipient's agents or employees as a result of this Contract.

**P. Notices.** All notices arising out of, or from, the provisions of this Contract shall be in writing either by regular mail or delivery in person at the addresses provided under this Contract.

**Q. Notice of Sale or Transfer.** The Subrecipient shall provide the Agency with notice of any sale, transfer, merger, or consolidation of the assets of the Subrecipient. Such notice shall be provided in accordance with the notices provision of this Contract and, when possible and lawful, in advance of the transaction. If the Agency determines that the sale, transfer, merger, or consolidation is not consistent with the continued satisfactory performance of the Subrecipient's obligations under this Contract, then the Agency may, at its discretion, terminate or renegotiate the Contract.

**R. Ownership and Return of Documents and Information.**

(i) Agency is the official custodian and owns all documents, data compilations, and reports created in the BHMS in relation to the performance of this Contract. Upon termination of this Contract, for any reason, Subrecipient agrees to submit a final report of all data not yet submitted to BHMS.

(ii) Subrecipient owns all treatment records of individual persons served as part of Subrecipient's performance of this Contract. Subrecipient agrees to submit information contained in these records to the Agency as required by the reporting requirements of this Contract. Otherwise, the parties agree that Subrecipient remains solely responsible for the confidentiality, integrity, availability, maintenance, storage, and destruction of these records.

**S. Prior Approval.** This Contract shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Contract has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-3204(b)(iv).

**T. Insurance Requirements.**

(i) During the term of this Contract, the Subrecipient shall obtain and maintain, and ensure that each sub-subrecipient obtains and maintains, each type of insurance coverage specified in Insurance Coverage, below.

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

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

- (i) Commercial General Liability Insurance. Commercial general liability insurance (CGL) coverage, occurrence form, covering liability claims for bodily injury and property damage arising out of premises, operations, products and completed operations, and personal and advertising injury, with minimum limits as follows:
  - (a) \$1,000,000.00 each occurrence;
  - (b) \$1,000,000.00 personal injury and advertising injury;
  - (c) \$2,000,000.00 general aggregate; and
  - (d) \$2,000,000.00 products and completed operations.

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

- (ii) Workers' Compensation and Employer's Liability Insurance. Employees hired in Wyoming to perform work under this Contract shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program, if statutorily required. Employees brought into Wyoming from Subrecipient's home state to perform work under this Contract shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program or other state or private workers' compensation insurance approved by the Wyoming Department of Workforce Services, if statutorily required. The Subrecipient shall provide the Agency with a Certificate of Good Standing or other proof of workers' compensation coverage for all of its employees who are to perform work under this Contract, if such coverage is required by law. If workers' compensation coverage is obtained by Subrecipient through the Wyoming Department of Workforce Services' workers' compensation program, Subrecipient shall also obtain Employer's Liability "Stop Gap" coverage through an endorsement to the CGL policy required by this Contract, with minimum limits as follows:
- (a) Bodily Injury by Accident: \$1,000,000.00 each accident;
  - (b) Bodily Injury by Disease: \$1,000,000.00 each employee; and
  - (c) Bodily Injury by Disease: \$1,000,000.00 policy limit.
- (iii) Unemployment Insurance. The Subrecipient shall be duly registered with the Department of Workforce Services and obtain such unemployment insurance coverage as required. The Subrecipient shall supply Agency with a Certificate of Good Standing or other proof of unemployment insurance coverage.
- (iv) Professional Liability or Errors and Omissions Liability Insurance. Professional liability insurance or errors and omissions liability insurance protecting against any and all claims arising from the Subrecipient's alleged or real professional errors, omissions, or mistakes in the performance of professional duties under this Contract, with minimum limits as follows:
- (a) \$1,000,000.00 each occurrence; and
  - (b) \$1,000,000.00 general aggregate.
- The policy shall have an extended reporting period of two (2) years.

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

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

**THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.**

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

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

**AGENCY:**

Wyoming Department of Health, Behavioral Health Division

\_\_\_\_\_  
Stefan Johansson, Director  
Wyoming Department of Health

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ragen Latham, Senior Administrator  
Behavioral Health Division

\_\_\_\_\_  
Date

**SUBRECIPIENT:**

Southwest Counseling Service

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Board Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM**

\_\_\_\_\_  
Chandler Pauling, Assistant Attorney General

\_\_\_\_\_  
Date

Statement of Work (SOW)

Wyoming Department of Health, Behavioral Health Division (Agency)  
Services to be provided by Southwest Counseling Service (Subrecipient)

For services to be provided from July 1, 2026, or Effective Date, whichever is later, through  
August 31, 2027

**I. Definitions**

- A.** A **Behavioral Health Center (BHC)** is a nationally accredited organization that is licensed to conduct business in the state of Wyoming and provides a comprehensive range of services for the treatment and management of mental illness and Substance Use Disorders (SUD) for Priority Populations. BHC is defined in W.S. § 35-1-613(a)(xvi). A BHC provides affordable, accessible, and effective treatment services that address individual needs and are available to all persons who need services, and provides a comprehensive range of services for persons with behavioral health disorders, including specialized services for the Priority Populations.
- B.** **Behavioral Health Management System (BHMS)** refers to the Agency designated data system used by the Agency to collect client-level demographic and treatment data (Management Information System [MIS] forms) and service data (through Medicaid claims).
- C.** **Credentialing** means a process in which a professional has their qualification and background evaluated to ensure they meet the prescribed standards of care for a facility. Examples include, but are not limited to, hospitals or similar facilities that allow for practice within that setting.
- D.** **Emergency Services** means contact with a person in crisis as an intervention to prevent escalation of the crisis and to triage the person into needed services. Emergency Services must be available twenty-four (24) hours a day, three hundred sixty-five (365) days a year. BHCs may be notified of needed emergency services, via an answering service, pager system, or both. Answering services provided by sheriff's offices or hospitals do not qualify.
- E.** **Expected Service Payments (ESP)** are equal to twenty-five percent (25%), fifty percent (50%), seventy-five percent (75%), and one hundred percent (100%), respectively, of the Subrecipient's total Service Cap specified in Section II(B) evaluated each quarter. This will be measured on October 1, 2026, January 1, 2027, April 1, 2027, and July 1, 2027.
- F.** **Fixed Payments** are made, per Section III(A), as regularly-occurring block grants in exchange for the BHCs achieving minimal standards of operation described in Section III(B).

- G. **Federal Priority Populations for the Community Mental Health Services Block Grant (MHBG)** are adults with Serious Mental Illness (SMI), which includes persons ages eighteen (18) and older who have a diagnosable behavioral, mental, or emotional condition as defined by the most current Psychiatric Association’s *Diagnostic and Statistical Manual (DSM) of Mental Disorders*, and children with Serious Emotional Disturbances (SED), which includes persons up to age eighteen (18) who have a diagnosable behavioral, mental, or emotional issue as defined by the DSM.
- H. **Federal Priority Populations and Services for the Substance Use Prevention, Treatment, and Recovery Services Block Grant (SUBG)** are pregnant women and women with dependent children, persons who inject drugs, and individuals in need of tuberculosis services.
- I. **Priority Populations** are listed and defined in W.S. § 35-1-613(a).
- J. **Quarterly True-Up Payments (QTUP)** are made, per Section IV(B), to bring the total Service Payment up to the Subrecipient’s ESP for that quarter.
- K. **Service Cap** represents the total not-to-exceed amount paid for non-Medicaid behavioral health services under this Contract. The Service Cap for the Subrecipient is specified in Section II(B).
- L. **Service Payments** are made, per Section IV(B) on a fee-for-service basis in exchange for the provision of behavioral health services to Priority Populations.
- M. **Warm Handoff** is a transfer of medical responsibility between two (2) or more healthcare providers that is ideally conducted in person, in front of the patient (and family if present). Video conferencing or telehealth may also be appropriate for individuals transitioning out of institutional settings. The Warm Handoff should ensure the coordination of the transfer of responsibility for the person's ongoing care and continued treatment and service needs.

**II. Reference values.** This section establishes the specific amounts governing the not-to-exceed Contract amounts for Fixed and non-Medicaid Service Payments, delivered in Sweetwater and Uinta Counties and any counties covered by a subcontract.

<b>A.</b>	<b>Fixed Payments total:</b>	\$3,728,567.55
<b>B.</b>	<b>Service Cap:</b>	\$5,592,851.33
<b>C.</b>	<b>Quality of Life (QOL):</b>	\$126,410.00
<b>D.</b>	<b>Early Serious Mental Illness (ESMI):</b>	\$61,972.89

**III. Fixed Payments.**

**A. Payments.** The Agency will make Fixed Payments to the Subrecipient, not to exceed the total amount specified in Section II(A), according to the following schedule:

1. Forty percent (40%) of the total specified in Section II(A) will be issued to the Subrecipient by July 31, 2026.
2. The remaining sixty percent (60%) of the total specified in Section II(A) will be split into eleven (11) equal payments, issued by the Agency once per month beginning August 2026 and ending June 2027.
3. The payments specified in Section III(A)(2) may be withheld by the Agency if the Subrecipient is not in compliance with the terms of Sections III(B) or IV.

**B. Requirements.** As a condition of receiving Fixed Payments, the Subrecipient will comply with the following:

1. The Subrecipient shall provide Contract services, submit proof of deliverables, and shall submit all claims of services provided through this Contract for the Contract term, even after funds to provide services under this Contract have been exhausted. The Subrecipient shall provide services during each month of the Contract term.
2. Maintain at least one (1) full time office in each of the Subrecipient's service counties, open to the public, staffed at a minimum of forty (40) hours per week, Monday through Friday. Emergency services must be accessible twenty-four (24) hours a day, and seven (7) days a week. Hours of operation shall be posted in each outpatient facility operated by the Subrecipient.
3. The Subrecipient shall notify the Agency's Mental Health and Substance Abuse (MHSA) Services Section Administrator via the BHMS Administration Communication Module of any temporary proposed changes to this requirement at a minimum of three (3) business days prior to the change.
  - a. Proposed changes must include a mitigation plan, a detailed timeline, and a communication plan for affected County partners. Submission of proposed changes does not guarantee Agency approval.
4. The Subrecipient shall comply with federal and state statutes, rules and regulations, and policies.

5. The Subrecipient shall be an enrolled provider of Medicaid services. Subrecipient shall bill all available and appropriate third-party funding sources first for mental health and SUD treatment of clients.
6. The Subrecipient shall prioritize the delivery of state funded services to Priority Populations and in order of tiers, with Tier 1 being the highest priority, and Tier 3 being the lowest priority, as defined in W.S. § 35-1-620(b).
7. The Subrecipient shall cooperate with the Substance Abuse and Mental Health Ombudsman Program (SAMHOP) in any investigation and resolution of complaints procedure conducted through the SAMHOP office concerning clients' access to services.
8. The Subrecipient shall maintain financial accounting records and documents for seven (7) years in accordance with Generally Accepted Accounting Principles and provide financial reports as requested by the Agency. The Subrecipient shall maintain financial records that support all services and reports submitted to the Agency.
9. The Subrecipient shall maintain written policy providing procedures for filing and determination of grievances by employees, clients, and community human service agencies. These policies and procedures shall be available to the Agency upon request.
10. The Subrecipient shall notify the Agency's MHSA Section Administrator via the BHMS Administration Communication Module of any proposed change in Executive Director thirty (30) days prior to any proposed change. If circumstances prevent such notice, the Subrecipient shall notify the Agency's MHSA Administrator within one (1) business day of the change with an explanation of the reason for the change.
11. The Subrecipient's Executive Director or designee shall report to the Agency's MHSA Administrator, via the BHMS Administration Communication Module, any Sentinel Event that has occurred regarding the Subrecipient clients or staff. Sentinel Events are those involving death or serious physical or psychological injury or risk thereof.
12. The Subrecipient's Executive Director or designee shall upload into BHMS all forms of Ongoing Communication of Administrative Items and Significant Events which are sent to the Commission on the Accreditation of Rehabilitation Facilities (CARF) within thirty (30) days of submission to CARF.
13. The Subrecipient shall participate in annual peer reviews pertaining to the MHBG or the SUBG, if invited by the Agency. Subrecipient will be required to complete deliverables and follow the Agency-directed timeline

for the deliverables. The review will focus on treatment programs and the mental health and SUD service system rather than on the individual practitioners. The intent of the independent peer review process is to continuously improve the treatment services provided to persons with mental health and SUDs.

14. The Subrecipient shall have policies and procedures, including action plans and training documents, in regards to emergency management directly impacting individuals with SMI and SED. An emergency is an unexpected or sudden event that disrupts the Subrecipient's ability to provide care. Examples include, but are not limited to, power failures, flooding, fire, tornado, or loss of heating in a building. These policies and procedures shall be available to the Agency upon request.
15. The Subrecipient shall report required data, through prescribed Agency data systems.
  - a. Service data shall be submitted using the Agency designated billing system.
  - b. MIS Data and all other Agency prescribed data will be reported in accordance with Attachment B, Data Management Plan.
  - c. The Subrecipient shall ensure Electronic Health Records (EHR) system allows contract data requirements to be met.
  - d. If Subrecipient changes EHR system, the Agency must be notified thirty (30) days prior to that change being implemented.
16. The Subrecipient shall work with the Agency to complete subrecipient monitoring activities as deemed necessary by the Agency, which may include but are not limited to corrective action planning, completion of the Agency monitoring documents, and participation in a site visit.
17. Subrecipient shall outline policies and procedures for transitioning clients to another level of care. These policies and procedures shall be available to the Agency upon request.
18. Subrecipient shall prioritize referrals from, including, Wyoming Department of Family Services, Wyoming Department of Corrections, youth crisis shelters, schools, primary care providers, law enforcement, and as directed by the Agency. Subrecipient shall provide a direct appointment for the intake and assessment.
19. Subrecipient shall coordinate a referral, to include a Warm Handoff, for clients whose treatment needs cannot be met at their local BHC.
20. Subrecipient shall maintain appropriate national accreditation for all services provided under this Contract. Subrecipient shall submit via BHMS

the accreditation report from the most recent accreditation visit, no less than thirty (30) days after receipt of a report from the accreditation body.

21. Subrecipient shall ensure it maintains the appropriate state certification for mental health and SUD services provided under this Contract.
22. Subrecipient shall ensure appropriate Credentialing for all staff, as applicable, is met for the services being rendered in facilities outside of the Subrecipient BHC.
23. Subrecipient shall report to the Agency, training for the Subrecipient's Board of Directors for the purpose of learning the responsibilities and liabilities associated with serving as a member of the Board of Directors, and based on the Subrecipient's assessed needs. The report shall be submitted in BHMS and include:
  - a. A list of board members who participated in the training event(s);
  - b. Number of training hours received;
  - c. Training content, which shall be consistent with national accreditation requirements; and
  - d. Date of training session(s).
24. The Subrecipient shall have written formal agreements submitted to and accepted by the Agency with the following entities within catchment area(s):
  - a. Law enforcement;
  - b. Schools, including Child Development Centers;
  - c. Hospitals;
  - d. Jails;
  - e. Ambulance services; and
  - f. All Wyoming 988 contracted providers.

#### **IV. Services.**

##### **A. Requirements.**

1. Provide behavioral health services to the counties specified in Section II. If services are provided under this contract, by another entity, a formal written agreement must be submitted to the Agency.
2. The Subrecipient shall not balance bill, or subject to any cost sharing whatsoever, any Priority Population client for the services provided under this Contract. Subrecipient shall accept the allowable payment, under this Contract, as payment in full for the services.

3. The Subrecipient shall deliver services in accordance with the BHC provider manual, which is incorporated into this Contract by this reference.
4. Services required by a BHC, either locally or through a formal written agreement with another entity, include:
  - a. Case Management;
  - b. Clinical Assessment, to include both mental health and SUD;
  - c. Crisis Clinical Response Services;
  - d. Acute Crisis and Diversion Services;
  - e. Jail-based Assessments, Treatment, and Re-Entry;
  - f. Medication Management Services;
  - g. Peer Specialist Services;
  - h. Specialty Services for adults with SMI, which include:
    - i. Case Management,
    - ii. Medication Management and Monitoring,
    - iii. Community Living Environments,
    - iv. Rehabilitative Services, and
    - v. Recreation/Socialization;
  - i. In addition to specialty services for adults with SMI, specialty services for children and adolescents with SED are provided according to the System of Care Principles;
  - j. Individual and Family Therapy;
  - k. Group Therapy; and
  - l. Intensive Outpatient Program.
5. Emergency services shall be provided in coordination with community emergency partners in accordance with local formal agreements and best practices. The Agency allows telehealth responses; however, this service delivery method should be agreed upon and documented in the formal agreements.
  - a. A two (2) hour response time by an appropriate licensed professional must be met when emergency services are requested by community partners such as hospitals, law enforcement, and EMS. Written formal agreements that include shorter response times must be adhered to.
6. Subrecipient must continue the services in the service areas applied for throughout the term of the contract.
7. The Subrecipient shall complete a standardized screener for all client calls, in accordance with the BHC provider manual.

8. The Subrecipient shall provide services with the input of adult clients, family members of clients, and client groups in the planning and implementation of services provided throughout the Subrecipient organization.
9. The Subrecipient shall utilize the Daily Living Activities (DLA-20) Functional Assessment tool, or, as applicable, the DLA Functional Assessment tool, Youth Version, at admission, every ninety (90) days or more frequently as necessary, and at discharge for all clients, age six (6) years and above, receiving mental health or SUD services under the Contract. Sub-acute crisis and social detox residential treatment services only require a DLA-20 to be completed at admission and at discharge.

**B. Payments.** The Agency will make two (2) types of payments to the Subrecipient in exchange for behavioral health services rendered: service billing and QTUPs. The total of the two (2) payment types combined shall not exceed the Service Cap specified in Section II(B). Payments of each type will only be made if the Subrecipient complies with the requirements specified in the relevant subsections.

1. **Service billing.** The Agency will make payments to the Subrecipient for behavioral health claims submitted to Wyoming Medicaid billing system for clients who are eligible either for Medicaid or the State General Fund BHC benefit plan by the Wyoming Eligibility System. Payments will be made to the Subrecipient by the Medicaid billing system through electronic funds transfer, per the provisions of the Wyoming Medicaid provider enrollment agreement.
  - a. All claims must be submitted in accordance with Medicaid requirements and per the Medicaid provider enrollment agreement. Claims that do not meet data quality standards will be denied by that system.
  - b. Once claims are submitted, the Agency will adjudicate which claims will be paid by Medicaid and which will be paid by the non-Medicaid funds in this Contract.
  - c. All claims and data for the period of July 1, 2026 through June 30, 2027 must be submitted no later than August 16, 2027.
  - d. When the Subrecipient's total annual billing for non-Medicaid services reaches the Service Cap specified in Section II(B), further claims will be denied, with the denial noting that the Subrecipient has reached its Service Cap. In accordance with the requirements of Section III(B)(1), Subrecipients should continue to bill for services after the Service Cap has been reached to accurately quantify uncompensated care.
2. **Quarterly True-up Payments (QTUP).** The Agency will monitor non-Medicaid service payments throughout the Contract term. If, at the end of each quarter (i.e., on October 1, 2026, January 1, 2027, April 1, 2027, and

July 1, 2027), the Subrecipient is not greater than or equal to the ESP for that quarter, the Agency will make a QTUP, no later than the last business day of the succeeding month, to bring total Service Payment up to the Subrecipient's ESP for that quarter. This amount includes actual Service Payments made by the Agency up to each measurement date, plus any previously received QTUPs.

**C. Metrics.** The Subrecipient shall demonstrate the following on a monthly basis:

1. Access to Care: A monthly average of seven (7) days or less from time of first contact to first treatment service for mental health outpatient and SUD outpatient clients.
2. A treatment completion rate of:
  - a. Sixty-five percent (65%) for all mental health outpatient discharges;
  - b. Seventy percent (70%) for all SUD outpatient discharges;
  - c. Seventy percent (70%) for SUD primary residential discharges;
  - d. Seventy percent (70%) of SUD transitional residential discharges.

**V. Quality of Life.**

**A. Payments.**

1. The Agency will make monthly QOL payments to the Subrecipient over the Contract term, not to exceed the total specified in Section II(C).
2. The Agency may, upon request, transfer unused QOL funding to another BHC, which has exhausted its allocation of QOL funds. Subrecipient must provide a spend-down plan to the Agency if remaining QOL funds exceed twenty-five percent (25%) of total QOL by March 1, 2027, and upon request.

**B. Requirements.**

1. Subrecipient shall submit the QOL invoice for expenses linked to BHMS client Identification (ID) codes, using the QOL Expense form in BHMS.
2. In no event shall QOL monies be paid directly to the client.
3. Subrecipient shall provide client access to QOL support.
4. Priority Populations shall receive priority for QOL support.
5. The use of QOL funds by Subrecipient will be specific to each individual client whose needs, as identified in that client's treatment plan, require non-

clinical supports and services in order to achieve the clinical outcomes of the client's treatment plan and are covered through the BHC-Screen or BHC-Full benefit plan. A BHMS client ID shall be linked to all QOL expenses, unless there is prior approval as described below.

6. If an individual client's QOL expense exceeds five hundred dollars (\$500.00) in a month, prior approval from the Agency is required. The BHC will request approval by submitting a QOL Expense Request form in BHMS.
7. BHC QOL expenses that are unable to be connected to a specific client ID must receive prior approval from the Agency by submitting the QOL Expense Request form in BHMS. Subrecipient shall provide backup documentation in BHMS for all BHC QOL expenses.
8. Centers must retain receipts for all QOL expenses for audit purposes. Documentation shall be available to the Agency upon request.
9. QOL funds may be used for the following needs for an individual client:
  - a. Emergency Subsistence: e.g., crisis shelter, food, clothing, essential personal supplies;
  - b. Prescription Medication: e.g., prescriptions for psychotropics and other medications including injectables;
  - c. Health and Medical Supports: e.g., lab tests, injections, medical supplies, health assessments and screening, health and dental care, dentures, eyeglasses, and other health and dental devices;
  - d. Housing: e.g., acquisition, retention, safety;
  - e. Transportation: e.g., access to clinical services, medical, resources, development of recreation/socialization interests;
  - f. Recreation/Socialization: e.g., development of interests consistent with current income and long-term lifestyle;
  - g. Respite Care: Brief non-relative care from a trained provider for clients unable to care for themselves; provided because of the absence or need for relief of those persons normally providing care in the client's home or place of residence, provider's residence, or foster home;
  - h. Drop-in Center/Clubhouse: e.g., consumer-run programs that promote recovery through advocacy, self-direction, and peer support;
  - i. Educational Expenses: e.g., books, supplies, lab fees, partial tuition for a client attending classes outside of treatment. Materials used for treatment programming are not covered by QOL funds; and
  - j. Other: Supports that meet the intent of the QOL categories listed in items (a) through (i) but are not specifically named, such as paying the fee to assist a client to get a driver's license or to receive a copy of their birth certificate, or supports not included above provided to

a group of clients. Case-by-case pre-approval for those expenditures must be obtained from the Agency using the QOL Expense Request form in BHMS.

**VI. Early Serious Mental Illness (ESMI).**

**A. Payments.**

1. The Agency will make monthly ESMI payments to the Subrecipient over the Contract term, not to exceed the total specified in Section II(D).

**B. Requirements.**

1. Subrecipient shall identify, enroll, and provide coordinated and integrated services to individuals experiencing ESMI. These services must follow the Coordinated Specialty Care (CSC) model and incorporate principles identified by the Recovery After an Initial Schizophrenia Episode (RAISE) initiative.
2. Subrecipient shall maintain processes for early identification and rapid engagement of individuals experiencing First Episode Psychosis (FEP), consistent with RAISE and CSC principles.
3. Subrecipient shall focus both treatment and outreach services on individuals within the age range of fifteen (15) through thirty (30). This age range reflects the population for whom ESMI and FEP services are intended under the MHBG ESMI set-aside.
4. Subrecipient shall ensure that all direct service staff are adequately trained in CSC treatment services specifically designed to serve individuals with ESMI.
5. Subrecipient shall conduct a minimum of five (5) unique event outreach activities, including web-based platform and in-person presentations, targeting a variety of locations where youth and young adults are typically found. This could include schools, after-school programs, primary care providers, justice systems, and child welfare settings. Outreach shall include information on early signs of psychosis and referral pathways to services. A unique event means a distinct outreach activity, not a recurring session with the same audience.
6. Subrecipient shall ensure that informational and printed materials are available and distributed throughout the geographic region of service.
7. Subrecipient shall provide care consistent with Requirements 1. and 2. to individuals experiencing ESMI or FEP.

8. Subrecipient shall provide enhanced job coaching services, including career counseling, skills development, and job placement support, tailored to the client's interests and abilities.
9. Subrecipient shall offer supported educational services to assist clients in achieving their General Education Development (GED), high school diploma, or pursuing post-secondary education based on individual goals. Subrecipient shall submit a monthly report to the Agency, providing quantitative and qualitative data on client enrollment, outcomes, staff training, documentation of outreach activities, and implementation of evidence-based practices through BHMS on December 15, 2026, and June 30, 2027. The report shall include any electronic or printed materials developed as part of outreach activities. Documentation of outreach activities must include date, location, audience, and number of individuals reached.
10. Report on the status of the program and provide updates and documentation as needed and as requested by the Agency.

## **VII. Changes to Statement of Work**

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

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

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## Data Management Plan

### Acronyms/Definitions:

<b>BHMS:</b>	Behavioral Health Management System
<b>COB:</b>	Close of Business
<b>Data Unit:</b>	The Data Unit provides training and technical assistance in using BHMS and reporting data. Manages the reporting process and data needs for subrecipients and the Wyoming Department of Health, Behavioral Health Division (Agency).
<b>ESR:</b>	Event Service Record is the data set submitted to BHMS that provides information on each service a client has received. It includes the Date of Service, Service Type, Units (Length), Location of Service, and Funding Source.
<b>Interim:</b>	An Interim record is an updated admission record. Interim records are required, at a minimum, every three (3) months for each open client (except Sub-acute Crisis and Social Detox residential clients) or any time key data changes.
<b>MH:</b>	Mental Health
<b>MIS:</b>	Management Information System refers to the core demographic, diagnostic, and clinical data set submitted to BHMS. The MIS data can be submitted as an Admit, Discharge, or Interim record set.
<b>QOL:</b>	Quality of Life
<b>SUD:</b>	Substance Use Disorder

### Data Deliverables:

The below table demonstrates the Contract deliverables due that have not been detailed in other areas of the Contract or attachments. These are required for all clients served through this Contract. **Some exceptions may be needed due to the ongoing redesign efforts. These will be communicated in writing throughout the Contract term.**

ID	Category	Requirement	Due Date	How to Report	Fidelity/Monitoring
1	Completeness	All applicable client MIS forms submitted.	Fiscal Year (FY) 2027 data must be completed and finalized by COB August 16, 2027	BHMS: MIS	Site Review, Desk Audit: Spot Check, or both
2	Completeness	Client MIS forms must have no missing values in required fields.	At time of submission	BHMS: MIS	BHMS Level 1 validation
3	Completeness	Less than five percent (5%) of required MIS fields, per client, can be marked as "unknown". <b>The selection of "unknown" should be a last resort</b> except for on T37 Crisis Client form.	At time of submission	BHMS: MIS	BHMS Level 2 validation

## Attachment B

<b>ID</b>	<b>Category</b>	<b>Requirement</b>	<b>Due Date</b>	<b>How to Report</b>	<b>Fidelity/Monitoring</b>
4	Completeness	Complete an Interim form at least every three (3) months or any time key data changes for each open client except Sub-acute Crisis and Social Detox residential clients.	FY2027 data must be completed and finalized by COB August 16, 2027	BHMS: Upload or manually enter (MIS Interim form)	BHMS Level 3 validation, Interim report
5	Completeness	Submit the Daily Living Activities (DLA-20) Functional Assessment Tool data set at admission, every ninety (90) days, and at discharge for each MH and SUD client. Sub-acute crisis and social detox residential treatment services only require a DLA-20 to be completed at admission and at discharge.	FY2027 data must be completed and finalized by COB August 16, 2027	BHMS: Upload or manually enter (MIS form)	BHMS Level 3 validation, DLA-20 tickler list
6	Completeness	Must add MIS forms needed for the synthetic ESR to map.	FY2027 data must be completed and finalized by COB August 16, 2027	BHMS: Upload or manually enter (MIS form)	BHMS Level 3 validation, Claim Issues Tickler
7	Completeness	Must correct Claims so that accurate data is on the corresponding synthetic ESR.	FY2027 data must be completed and finalized by COB August 16, 2027	BMS or BHMS: Correct claim	Claim Issues Tickler
9	Completeness	Accurate Social Security Numbers (SSN) are required for all clients except T37/crisis clients.	At time of submission	BHMS: Upload or manually enter (MIS form)	BHMS: SSN Monitoring Report
10	Timeliness	Submit MIS Admissions, Interims, and Discharges for all clients in treatment.	FY2027 data must be completed and finalized by COB August 16, 2027	BHMS: Upload or manually enter (MIS forms)	BHMS Level 3 validation
11	Timeliness	Submit the DLA-20 data set at admission, every ninety (90) days, and at discharge for each MH and SUD outpatient client. Sub-acute crisis and social detox residential treatment services only require a DLA-20 to be completed at admission and at discharge.	FY2027 data must be completed and finalized by COB August 16, 2027	BHMS: Upload or manually enter (MIS form)	BHMS Level 3 validation, DLA-20 tickler list

## Attachment B

<b>ID</b>	<b>Category</b>	<b>Requirement</b>	<b>Due Date</b>	<b>How to Report</b>	<b>Fidelity/Monitoring</b>
12	Timeliness	Must add MIS forms needed for the synthetic ESR to map.	FY2027 data must be completed and finalized by COB August 16, 2027	BHMS: Upload or manually enter (MIS form)	BHMS Level 3 validation, Claim Issues Tickler
13	Timeliness	Must correct Claims so accurate data is on the corresponding synthetic ESR.	FY2027 data must be completed and finalized by COB August 16, 2027	BMS or BHMS: Correct claim	Claim Issues Tickler
14	Accuracy	Monthly reconciliation completed of all MIS, and Crisis data.	Monthly by the fifteenth (15 <sup>th</sup> ) day, beginning August 15, 2026	BHMS: Reports: Monthly Accuracy Report	Less than five percent (5%) difference between Subrecipient's data and BHMS data as acknowledged through a <b>Yes</b> on the Monthly Accuracy Report  If there is five percent (5%) or more difference detected, efforts must be made to correct the data by the following month
15	Accuracy	Must add MIS forms needed for the synthetic ESR to map.	FY2027 data must be completed and finalized by COB August 16, 2027	BHMS: Upload or manually enter (MIS form)	BHMS Level 3 validation, Claim Issues Tickler
16	Accuracy	Must correct Claims so accurate data is on the corresponding synthetic ESR.	FY2027 data must be completed and finalized by COB August 16, 2027	BMS or BHMS: Correct claim	Claim Issues Tickler
17	Accuracy	Any significant change in data elements for a particular client needs to be reported to BHMS via an Interim form.	FY2027 data must be completed and finalized by COB August 16, 2027	BHMS: Upload or manually enter (MIS Interim form)	Spot check via desk audit or on-site review

### **Completeness:**

In addition to the above Completeness requirements, there is also an automated process that occurs in BHMS when a client has not received services for more than ninety (90) days: a system generated (auto-discharge/soft-discharge) will occur. This mechanism copies the most recent MIS form (which can be an admit or Interim record) set of data to auto-populate the discharge. It is in the Subrecipient's best interest to limit these as much as possible as it will negatively skew outcomes by the lack of improvement. The System Discharged Episodes report is used for monitoring these episodes so that more data can be entered. In cases where an Admission record has been submitted to BHMS, but no services were delivered, BHMS will delete the record.

### **Accuracy:**

A large portion of accuracy derives from using set definitions for each data element collected by BHMS. The BHMS Data Specification documents, listed below, define the fields, their rules, and the mechanism to upload or enter the data into BHMS. It is imperative that any persons uploading or entering data into BHMS are well versed in these documents and refer to them regularly.

BMHS Data Specification Documents:

- a. FY27 MIS Client and Treatment Data Rules
- b. FY27 MIS Master Data Set
- c. FY27 MIS Extensible Markup Language (XML) Schema
- d. FY27 Crisis Master Data Set
- e. FY27 Crisis Rules
- f. FY27 Crisis XML Schema

Another significant portion of accuracy is reconciling what is in BHMS versus the Subrecipient's own data system and records. This is required and is accomplished through signing off on the monthly accuracy report. If discrepancies are found between the Subrecipient's own system and BHMS, **it is imperative that the Subrecipient work to remedy these**. If the Subrecipient suspects there is an issue within BHMS, Subrecipients are directed to contact a member of the Data Unit that supports BHMS. Much of the accuracy and quality of the data within BHMS is created through the data definitions and through extensive built-in validation. There are three (3) levels of validation. The Subrecipient may contact the Agency for more details on these levels.

### **BHMS Validation:**

There are three (3) levels of validation called Level 1, Level 2, and Level 3.

Level 1 covers field level validation. This validation goes through the upload file to ensure each of the fields are in the correct format. This includes validating date fields are in date format, numeric fields only have numbers (no alpha or special characters), and the correct number of digits in numeric fields. For example, the Medicaid ID field validation ensures the field is numeric only and that it contains either 9 or 10 digits.

Level 2 validates the property on the object. For example, the residence field requires a numeric value of 1-9. Level 2 validation ensures the upload file does not contain 12 or any other number of digits except for 1 through 9 in this field. Also included in this level of validation are items such as checking for unique diagnosis codes.

Level 3 validates property and object. This level compares data previously entered into the database with data in the upload file. For example, if the upload file contains a discharge form, Level 3 validation will ensure there is an admit form that matches for the same client in the same program so a coherent episode of care can be constructed (i.e. if the client was not admitted they cannot be discharged).

If any of the levels are violated, the system will communicate an error and the Subrecipient must correct the data and upload or enter the corrected data.

**BHMS User Access:**

Access to BHMS may be requested by using the “Sign Up” option on the BHMS login screen or by contacting a member of the Data Unit. Any request for access will not be approved until the following requirements have been completed:

1. The request for access has been verified by a Subrecipient designated Access Control Contact. If a request for access for a new user did not originate from the Subrecipient’s designated Access Control Contact, a member of the Data Unit will contact the Access Control Contact to verify the request is valid.
2. The requestor has completed system role specific training with a member of the Data Unit.

In the event that a user with access to BHMS leaves employment with the Subrecipient or no longer requires the access or user role within BHMS, the Subrecipient’s designated Access Control Contact must notify a member of the Data Unit **immediately**. Failure to report changes in required access may result in improper or inappropriate access to confidential and protected client information. To further mitigate the risk to protected information, the Data Unit conducts quarterly BHMS User Audits. A member of the Data unit will contact the Subrecipient’s designated Access Control Contact with a current list of users with active system access. The Access Control Contact must verify each user on the list and communicate any changes in required access within one week of receiving the list. For information on Access Control Contacts or to designate a new contact, contact a member of the Data Unit.

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## **Substance Use Prevention, Treatment, and Recovery Services Block Grant (SUBG) and Community Mental Health Services Block Grant (MHBG) Contract Supplemental Information**

The SUBG is authorized by Section 1921 of Title XIX, Part B, Subpart II and III of the Public Health Service (PHS) Act. The MHBG program is authorized by Sections 1911-1920 of Title XIX, Part B, Subpart I and III of the Public Health Service (PHS) Act. The following guidelines are used to implement all applicable requirements of the Block Grants. Most language contained in this Attachment C is from 42 CFR §§ 96.120-137 and has been modified by the Wyoming Department of Health, Behavioral Health Division (Agency) to align with Agency expectations. The Subrecipient should ensure compliance with all relevant laws and regulations that impact the Block Grants.

### **Definitions**

*Block Grants* refers to the Substance Use Prevention, Treatment, and Recovery Services Block Grant and Community Mental Health Services Block Grant.

*Early Intervention Services Relating to Human Immunodeficiency Virus (HIV)* means:

1. Appropriate pretest counseling for HIV and Acquired Immune Deficiency Syndrome (AIDS);
2. Testing individuals with respect to such disease, including tests to confirm the presence of the disease, tests to diagnose the extent of the deficiency in the immune system, and tests to provide information on appropriate therapeutic measures for preventing and treating the deterioration of the immune system and for preventing and treating conditions arising from the disease;
3. Appropriate post-test counseling; and
4. Providing the therapeutic measures described in Paragraph (2) of this definition.

*Fiscal Year*, unless provided otherwise, means the federal fiscal year (October 1-September 30).

*Interim Services or Interim Substance Use Disorder Services* means services that are provided until an individual is admitted to a substance use disorder treatment program. The purpose of the services are to reduce the adverse health effects of such abuse, promote the health of the individual, and reduce the risk of transmission of disease. At a minimum, interim services include counseling and education about HIV and Tuberculosis (TB), about the risks of needle-sharing, the risks of transmission to sexual partners and infants, and about steps that can be taken to ensure that HIV and TB transmission does not occur, as well as referral for HIV or TB treatment services if necessary. For pregnant women, interim services also include counseling on the effects of alcohol and drug use on the fetus, as well as referral for prenatal care.

*Substance Use Disorder* is defined to occur when the recurrent use of alcohol, other drugs, or both, causes clinically significant impairment, including health problems, disability, and failure to meet major responsibilities at work, school, or home.

*Tuberculosis (TB) Services* means:

1. Counseling the individual with respect to TB;
2. Testing to determine whether the individual has been infected with Mycobacterium TB to determine the appropriate form of treatment for the individual; and
3. Providing for or referring the individuals infected with Mycobacterium TB for appropriate medical evaluation and treatment.

### **SUBG Requirements for Subrecipients**

***Pregnant Women and Women with Dependent Children*** (including women attempting to regain custody of their children): Subrecipient shall adhere to items one (1) through seven (7) as described below:

1. The Subrecipient treats the family as a unit and, therefore, admits both women and their children into treatment services, if appropriate.
2. The Subrecipient provides or arranges for primary medical care for women who are receiving substance use disorder services, including prenatal care.
3. The Subrecipient provides or arranges for child care while the women are receiving services.
4. The Subrecipient provides or arranges for primary pediatric care for the women's children, including immunizations.
5. The Subrecipient provides or arranges for gender specific substance use disorder treatment and other therapeutic interventions for women that may address issues of relationships, sexual abuse, physical abuse, and parenting.
6. The Subrecipient provides or arranges for therapeutic interventions for children in custody of women in treatment which may, among other things, address the children's developmental needs and their issues of sexual abuse, physical abuse, and neglect.
7. The Subrecipient provides or arranges for sufficient case management and transportation services to ensure that the women and their children have access to the services provided by two (2) through six (6) above.

### ***Treatment for Persons Who Inject Drugs (PWID):***

If the Subrecipient provides treatment to PWID, the Subrecipient shall adhere to the items described below:

1. Within seven (7) days of reaching ninety percent (90%) of its treatment capacity, the Subrecipient notifies the Agency that ninety percent (90%) of the capacity has been reached.
2. The Subrecipient admits each individual who requests, and is in need of treatment for intravenous drug abuse not later than:
  - a. Fourteen (14) days after making the request; or
  - b. One hundred twenty (120) days after the date of request, if the Subrecipient has no capacity to admit the individual on the date of the request and, within forty-eight (48) hours after the request, the Subrecipient makes interim services available until the individual is admitted to a substance use disorder treatment program, including prenatal care.
3. When applicable, the Subrecipient offers interim services that include, at a minimum, the following:

- a. Counseling and education about HIV and TB, the risks of needle-sharing, the risks of transmission to sexual partners and infants, and steps that can be taken to ensure that HIV and TB transmission does not occur.
- b. Referral for HIV or TB treatment services, if necessary.
- c. Counseling on the effects of alcohol and other drug use on the fetus for pregnant women and referrals for prenatal care for pregnant women.
4. The Subrecipient has established a waiting list that includes a unique patient identifier for each PWID seeking treatment, including patients receiving interim services while awaiting admission.
5. The Subrecipient has a mechanism that enables it to:
  - a. Maintain contact with individuals awaiting admission.
  - b. Admit or transfer waiting list clients at the earliest possible time to an appropriate treatment program within a reasonable geographic area.
6. The Subrecipient takes clients awaiting treatment for PWID off the waiting list only when one of the following conditions exists:
  - a. Such persons cannot be located for admission into treatment; or
  - b. Such persons refuse treatment.
    - i. However, if such persons request treatment later, and space is not available, they are to be provided interim services, placed on a waiting list and admitted to a treatment program within one hundred twenty (120) days from the latter request.
7. The Subrecipient carries out activities to encourage individuals in need of treatment services for PWID to undergo such treatment by using scientifically sound outreach models such as those outlined below or, if no such models are applicable to the local situation, another approach which can reasonably be expected to be an effective outreach method:
  - a. The health education model as described in Rhodes, F., Humfleet, G.L. et al., *AIDS Intervention Program for Injection Drug Users: Intervention Manual*, (Feb. 1992).
  - b. The indigenous leader model as described in Wiebel, W., Levin, L.B., *The Indigenous Leader Model: Intervention Manual*, (Feb. 1992).
8. The Subrecipient ensures that procedures exist for the following outreach efforts:
  - a. Selecting, training, and supervising outreach workers.
  - b. Contacting, communicating, and following up with persons at high-risk substance use disorder, their associates, and neighborhood residents within the constraints of federal and state confidentiality requirements.
  - c. Promoting awareness among injecting drug abusers about the relationship between injecting drug use and communicable diseases such as HIV.
  - d. Recommending steps that can be taken to ensure that HIV transmission does not occur.

***Tuberculosis (TB):***

1. The Subrecipient directly, or through arrangements with other public or nonprofit private entities, shall routinely make available the following TB services to each individual receiving treatment for substance use disorder:
  - a. Counseling the individual with respect to TB.
  - b. Testing to determine whether the individual has been infected with Mycobacterium TB to determine the appropriate form of treatment for the individual.

- c. Providing for or referring the individuals infected by Mycobacterium TB appropriate medical evaluation and treatment (e.g., Public Health Nurse or Communicable Disease Program).
2. For clients denied admission to the Subrecipient on the basis of lack of capacity, the Subrecipient refers such clients to other providers of TB services.
3. The Subrecipient has implemented the infection control procedures that are consistent with those established by the Agency's Tuberculosis Program to prevent the transmission of TB and that address the following:
  - a. Screening patients and identification of those individuals who are at high risk of becoming infected.
  - b. Meeting Agency reporting requirements while adhering to federal and state confidentiality requirements, including 42 CFR Part 2.
  - c. Case management activities to ensure that individuals receive such services.
4. The Subrecipient reports all individuals with active TB as required by state law and in accordance with federal and state confidentiality requirements, including 42 CFR Part 2.

***Treatment Services for Pregnant Women:***

1. The Subrecipient shall give admission preference to pregnant women who seek or are referred, and would benefit from Block Grant funded treatment services under this Contract. Further, the Subrecipient gives preference to clients in the following order:
  - a. To pregnant PWID; first.
  - b. To other pregnant persons with substance use disorder; second.
  - c. To other PWID; third.
  - d. To all others individuals; fourth.
2. The Subrecipient shall publicize the availability of specialized women treatment services with admission preference provided to pregnant women seeking services, including but not limited to, outreach programs, ongoing public services announcements (e.g., radio or television), regular advertisements in local or regional print media, posters placed in targeted areas, and frequent notification of availability of such treatment distributed to the network of community based organizations, healthcare providers, and social service agencies.
3. The Subrecipient shall work with the Agency to refer pregnant women to another Behavioral Health Center when the Subrecipient has insufficient capacity to provide services to any such pregnant women who seek the services of the Subrecipient.
4. The Subrecipient shall make available interim services within forty-eight (48) hours to pregnant women who cannot be admitted because of lack of capacity.

***Additional Requirements:***

1. The Subrecipient shall make continuing education in treatment services available to employees who provide the services.
2. The Subrecipient shall have in effect a system to protect patient records from inappropriate disclosure, and the system:
  - a. Is in compliance with all applicable federal and state laws and regulations, including 42 CFR part 2.
  - b. Includes provisions for employee education on the confidentiality requirements and the fact that disciplinary action may occur upon inappropriate disclosure.

3. In the event the Agency is determined to be a designated HIV state, the Subrecipient shall follow 45 CFR § 96.128.

***Restrictions on the Expenditure of the SUBG:***

1. The Subrecipient shall not expend SUBG funds under this Contract to provide inpatient hospital substance use disorder services, except in cases when each of the following conditions is met:
  - a. The individual cannot be effectively treated in a community-based, nonhospital, or residential program.
  - b. The daily rate of payment provided to the hospital for providing the services does not exceed the comparable daily rate provided by a community-based, nonhospital, or residential treatment program.
  - c. A physician makes a determination that the following conditions have been met:
    - i. The primary diagnosis of the individual is substance use disorder and the physician certifies that fact.
    - ii. The individual cannot be safely treated in a community-based, nonhospital, or residential treatment program.
    - iii. The service can reasonably be expected to improve the person's condition or level of functioning.
    - iv. The hospital-based substance use disorder program follows national standards of substance use disorder professional practice.
  - d. The service is provided only to the extent that it is medically necessary (e.g., only for those days that the patient cannot be safely treated in a residential, community-based program).
2. The Subrecipient shall not expend SUBG funds to purchase or improve land; purchase, construct, or permanently improve (other than minor remodeling) any building or other facility; or purchase major medical equipment.
3. The Subrecipient shall not expend SUBG funds to satisfy any requirement for the expenditure of non-Federal funds as a condition for the receipt of Federal funds.
4. The Subrecipient shall not expend SUBG funds to make payments to intended recipients of health services.
5. The Subrecipient shall not expend SUBG funds to provide individuals with hypodermic needles or syringes.
6. The Subrecipient shall not expend SUBG funds to provide treatment services in penal or correctional institutions of the State.

***Payment Schedule:***

1. The Subrecipient shall use the Block Grant as the "payment of last resort" for services for pregnant women and women with dependent children, TB services, and HIV services, and makes every reasonable effort to do the following:
  - a. Collect reimbursement for the costs of providing such services to persons entitled to insurance benefits under the Social Security Act, including programs under Title XVIII and Title XIX; any State compensation program, any other public assistance program for medical expenses, any grant program, any private health insurance, or any other benefit program.

***Charitable Choice Provisions:***

1. The Substance Abuse Prevention and Treatment Block Grant is governed by the Charitable Choice Provisions; Final Rule, Title 42 CFR Part 54 and the Confidentiality of Alcohol and Drug Patient Records; Final Rule, Title 42 CFR Part 2.
2. Subrecipients of community and faith-based organizations are also impacted by:
  - a. Final Rules Under the Paul Wellstone and Pete Domenici Mental Health Parity and Addiction Equity Act of 2008; Technical Amendment to External Review for Multi-State Plan Program.
  - b. The Health Insurance Reform Requirements for the Group and Individual Health Insurance Markets (Title 45 CFR Part 147).
  - c. The Health Insurance Portability and Accountability Act of 1996 (PL 104-191, August 21, 1996).
  - d. The Standards for Privacy of Individually Identifiable Health Information (Title 45 CFR Parts 160 and 164), published in the 65 *Federal Register* 82462 (December 28, 2000).

***Strongly Encouraged Services for Subrecipients that Provide Substance Use Disorder Services to Women:***

1. The Subrecipient is encouraged to provide pregnant women, women with dependent children, and their children, either directly or through linkages with community-based organizations, a comprehensive range of services to include:
  - a. Case management to assist in establishing eligibility for public assistance programs provided by federal, state, or local governments.
  - b. Drug free housing for women and their children.
  - c. Education and special education programs.
  - d. Employment and training programs.
  - e. Head Start.
  - f. Other early childhood programs.
  - g. Prenatal care and other health care services.
  - h. Therapeutic day care for children.

**MHBG Requirements for Subrecipients**

***Adults with serious mental illnesses:***

1. Subrecipient shall provide services to adults diagnosed with a Serious Mental Illness (SMI). This includes persons ages eighteen (18) and older who have a diagnosable behavioral, mental, or emotional condition as defined by the current Psychiatric Association's Diagnostic and Statistical Manual (DSM) of Mental Disorders. Their condition substantially interferes with, or limits, one or more major life activities, such as:
  - a. Basic daily living (e.g., eating or dressing);
  - b. Instrumental living (e.g., taking prescribed medications or getting around the community);
  - c. Participating in a family, school, or workplace.

***Children with serious emotional disturbances:***

1. Subrecipient shall provide services to children and adolescents diagnosed with a Serious Emotional Disturbance (SED). This includes persons up to age eighteen (18) who have a diagnosable behavioral, mental, or emotional issue (as defined by the current DSM). This

condition results in a functional impairment that substantially interferes with, or limits, a child's role or functioning in family, school, or community activities.

The Substance Abuse and Mental Health Services Administration's (SAMHSA's) definitions of children with SED and adults with SMI were provided in a 1993 *Federal Register* notice (May 20, 1993; 58 FR 29422).

***Treatment Services for Individuals with SMI or SED:***

The Subrecipient shall ensure services such as screening, outpatient treatment, emergency mental health services, and day treatment services are available.

**Additional Requirements for SUBG and MHBG**

Subrecipient shall comply with all Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as set forth in 2 CFR Part 200 and adopted by the United States Department of Health and Human Services in 2 CFR Part 300. These regulations apply to all activities associated with the SUBG and MHBG funding and conducted under this Contract, including financial management, procurement, property standards, cost allowability, and audits.

**The Subrecipient may refer to the following federal laws, regulations, and resources concerning the SUBG and MHBG:**

1. The SUBG is authorized by Section 1921 of Title XIX, Part B, Subpart II and III of the Public Health Service (PHS) Act.
2. The MHBG is authorized by Sections 1911-1920 of Title XIX, Part B, Subpart I and III of the Public Health Service (PHS) Act.
3. The authorizing legislation was amended by the Children's Health Act of 2000 (PL 106-310), Division B, Youth Drug and Mental Health Services, Provisions Relating to Mental Health and Provisions Relating to Substance Abuse.
4. The Public Health Services Act requires the Secretary of the U.S. Department of Health and Human Services to create regulations as a precondition to making funds available to the states and other grantees under the SUBG as follows:
  - a. Title 45 Code of Federal Regulations Part 96 was published on March 31, 1993.
  - b. The Tobacco Regulations for SUBG; Final Rule, 61 Federal Register 1492 was published on January 19, 1996.
5. Other legislation pertaining to the SUBG includes the following:
  - a. P.L. 114-198 "Comprehensive Addiction and Recovery Act of 2016"
  - b. P.L. 115-271 "Substance Use-Disorder Prevention that Promotes Opioid Recovery and Treatment for Patient and Communities Act" of "SUPPORT for Patients and Communities Act"
  - c. H.R. 2617 "Consolidated Appropriations Act, 2023"

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# 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)(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 BOARD OF DIRECTORS (Board) 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 W.S. 18-3-5-1 (2018) that has the authority and duty to appoint members of the Board of Directors (Board) of SCS according to W.S. 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 DIRECTOR is a member of the Board.

#### 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 with the perpetual existence of the duty to erect, manage, operate, and control the Agency pursuant to W.S. 35-1-611 *et seq.*

## **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 ED.

### **Chapter III: Governing Body**

#### **Section 1. Appointment and Term**

A non-partisan board of seven (7) residents of Sweetwater County shall be appointed by the Commissioners as provided in W.S. 35-1-613(a)(i). The Board shall always consist of an odd number of 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.

Directors are appointed for 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. Directors may be eligible for reappointment by the Commissioners to succeed themselves for one (1) additional term. Directors who are appointed to fill a vacancy are eligible to succeed themselves for two (2) additional terms.

The Board, as the Agency's governing body, has general control over the Agency as an institution. The Board is established as a Community Board pursuant to W.S. 35-1-615 and its members are appointed officials as defined by W.S. 1-39-103; therefore, no individual member of the board is personally liable for any action or procedure of the Board pursuant to W.S. 1-39-104.

#### **Section 2. Resignation**

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

#### **Section 3. Removal**

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 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 does not 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 and such process shall conform to the requirements of the Wyoming Administrative Procedures Act, W.S. 16-3-101 *et. seq.*

#### **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 the Wyoming Public Records Act, W.S. 16-4-201 *et. seq.* as well as the Wyoming Open Meetings Act, W.S. 16-4-403 *et. seq.*

#### **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) Organizes itself as provided in these Bylaws (See Chapter IV).
- (b) Provides 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 ED, annually develops a sustainability plan to be presented to the Commissioners.
- (d) Monitors compliance with federal, state and local laws and regulations.
- (e) Monitors that all applicable accreditations and licenses are obtained and maintained as are appropriate and necessary to effectuate the Agency's purpose.

- (f) Monitors, reviews, and evaluates the Agency’s annual plans, including but not limited to, financial, strategic, risk management, technology, human resource, and health and safety.
- (g) Monitors that all programs authorized by the Commissioners are a priority and executed efficiently and effectively.
- (h) Reviews and evaluates the safety, quality, efficiency, and continuous improvement of clinical programs in accordance with licensing, accreditation, and regulatory standards.
- (i) Appoints, fixes the compensation, and prescribes the duties of a properly qualified executive director, who shall be responsible to the Board for managing the Agency and who shall carry out 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 ED.
- (j) Reviews and approves the annual operating and capital budgets for the Agency. The budgets shall be presented to the Commissioners in June for approval, prior to the commencement of the fiscal year.
- (k) Makes 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—Behavioral Health Division’s uniform fee schedule.
- (l) Ensures 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) Complies with state statutes for conducting open (public) meetings.
- (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, W.S. 16-4-401. Public notice of all meetings shall be provided by law, W.S. 16-4-401.

- a. REGULAR MEETINGS of the Board shall be held on Agency premises on the last Wednesday of each month. If the last Wednesday of the month is the last day of the month, then the meeting shall be held on the fourth Wednesday of that month. The Board may also set the regular meeting for an upcoming month on a different date and/or location.
- b. The Annual Meeting of the Board shall be the July meeting at which time new officers are elected.
- c. SPECIAL MEETINGS may be called by the Chair 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. An Agenda for each Special Meeting shall be posted along with the above-described notice, and the Board shall strictly adhere to such Agenda. No business shall be conducted at a Special Meeting that is not listed on the Agenda, and Board members may not amend or alter the Agenda during such a Special Meeting. Any actions as taken or decisions made at a Special Meeting shall be ratified at the next regular 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, W.S. 16-4-404(d) (2022).
- 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 Meeting Act, W.S. 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 WS 16-4-401 through 16-4-410 (2022) shall be liable under WS 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 Chair may limit the amount of time each person may use in addressing the Board, but shall not limit time for any individual speaker unless such a speaker becomes disruptive of the public meeting.
- 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 W.S. 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 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 member's 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. Minutes of each executive session shall be sealed upon a properly made and ratified motion made in the open session of the public meeting.

### **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 July of each year. Officers' terms are from the annual meeting to annual meeting of the following year. No Director shall hold the same office for more than three (3) consecutive terms. When completing another officer's term, the Director is still eligible for three (3) 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 ED; appoint all members of the Board's standing and ad hoc committees, and their chairs; and sign, 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 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.

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 such a manner as to give a true and accurate report and picture of the Agency's finances accordance with accepted accounting practices and procedures prescribed by the Government Accounting Standards Board.

### **Section 5. Quorum**

A quorum of the Board consists of a majority of the Directors. No action of the Board shall be valid unless such action has been approved by a majority of the Board. Proxy voting shall not be permitted. Any 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**

The Board shall adopt and maintain a comprehensive Conflict of Interest Policy, which shall, at a minimum conform to WS 6-5-106 and WS 6-5-118. At the annual meeting, each Director shall be required to agree and 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.

### **Section 7. Voting**

A. Each 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 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 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, unless otherwise indicated in the call.

B. Committees may be standing committees or special committees.

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

D. Standing committee members and their chair shall be appointed by the Board Chair with the exception of the Board Treasurer who automatically chairs the Finance and Sustainability Committee. Tenure of committee members shall run from annual meeting to the following annual meeting, or until a successor is named, whichever last occurs.

E. Standing committees of the Board shall be the following: Executive Oversight; Finance and Sustainability; 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 will 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.

## **CHAPTER V: EXECUTIVE DIRECTOR (ED)**

### **Section 1. Appointment**

The ED 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 ED 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 ED. Unless expressly modified through official action of the Board, ratified by the County Commissioners, the Executive Director's employment shall be of an "at-will" nature,

terminated by either the ED or the Board, at any time, for any lawful reason or for no reason at all, except as otherwise contrary to State and Federal laws.

## **Section 2. Authority**

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

## **Section 3. Duties**

The ED 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. Federal and state laws and Generally Accepted Accounting Principles shall be followed in recording and accounting for the financial transactions of the Agency.

B. The Board shall review and approve an annual budget for the operation of the Agency in a format acceptable to 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 June, prior to the beginning of the new fiscal year.

C. The financial records and financial procedures of the Agency shall be audited annually by an independent, certified public accountant and/or firm. Prior to the audit, members of the Finance and Sustainability Committee may meet with the auditors, independent of management, to review the annual audit and associated management letter. The results of this annual audit shall be presented to the Finance and Sustainability Committee and to the Board at the meeting 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 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, the ED or other 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 W.S. 18-8-108 and 18-8-301 (2022).

C. The 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 ED to other 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 of indebtedness, issued in the name of or payable to the Agency, shall be signed or endorsed by the ED or other 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 clients, employment of personnel, or the conduct of other business of the Agency, W.S. 27-9-105 (2022).

## **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 the Directors' concurrence as indicated by a majority vote of the full Board. All such statements shall be issued by the Chair through the office of the ED.

## **CHAPTER X: GIFTS AND BEQUESTS**

### **Acceptance Policy**

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 Director who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which the Director was a party because he/she is or was a

Director against reasonable expenses actually incurred by the Director in connection with a proceeding. The Agency shall also advance expenses to the Director as outlined in WS 17-19-853 (2020).

The Agency shall purchase and maintain directors' and officers' insurance on behalf of an individual who is or was a 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 Director, officer, employee, or agent of the Agent whether or not the Agent would have power to indemnify the person against same liability, W.S. 17-19-857 (2020).

Additionally, the Treasure of the Board shall obtain a surety bond at the expense of the County prior to assuming the office of Treasurer, and before taking any official act or acts in that capacity pursuant to W.S. 35-1-617.

## **CHAPTER XII: AMENDMENTS**

### **Section 1. Requirements**

Amendments to the Bylaws shall require a majority vote of the full Board. Proposals for change shall be furnished in writing to each Director 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 Southwest Counseling Service Board of Directors are hereby adopted as of April 28, 2026.

## **Signatures**

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Chair	Date
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Secretary	Date
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### **History**

**First Adopted** June 24, 2010

**Revision dates** April 28, 2026



## Policy Bereavement Leave Policy

Policy Number	
Origin Date	<a href="#">02/25/2026</a>
Revision Dates	02/18/2026
Reviewed Dates	
Approval Authority	Board of Directors

**Purpose:** [The purpose of this Bereavement Leave Policy is to provide employees with time away from work to grieve the loss of a family member or loved one, attend funeral or memorial services, and manage related personal matters.](#)

**Scope:** [This policy applies to all full-time employees of Southwest Counseling Services.](#)

**Definition:** [This policy that provides employees with a specified amount of time off following the death of a family member or loved one. This leave allows employees to grieve, attend funeral or memorial services, and manage related personal matters.](#)

### 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.

### Procedure:

#### 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 Human Resources Information System.

#### Confidentiality

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

## Links to other policies:

\\scssrv1\Information\Personnel Policies

\\scssrv1\Information\Operations Policies and Procedures\Operations Policies

## References:

Personnel Policy 3.2 Leave Time

Operations Policy 3.3.6 Request for Leave Time

## Approved by:

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Board Chair

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Date

MARKUP



## Policy Lobbying, External Service, and Volunteering Activities Policy

Policy Number	
Origin Date	11/18/2025
Revision Dates	
Reviewed Dates	
Approval Authority	Board of Directors

**Purpose:** The purpose of this policy is to ensure that all employees of Southwest Counseling Service (SCS) conduct themselves in a manner that upholds the organization’s integrity, neutrality, and public trust. This policy provides clear guidance regarding participation in lobbying, political activities, external boards, committees, and volunteer roles to prevent conflicts of interest and inappropriate use of SCS resources.

**Scope:** This policy applies to all employees of the Southwest Counseling [Service](#) and governs participation in lobbying, external service, and volunteering activities. It outlines expectations for engaging in activities outside of regular job duties, including service on boards, community involvement, and any efforts to influence legislation or public policy. The policy ensures that such activities do not create conflicts of interest, interfere with job responsibilities, or misrepresent the organization.

**Definition:** [This policy is a workplace policy that establishes guidelines for employees who engage in activities outside of their official job duties, including lobbying efforts, serving on external boards or committees, and participating in volunteer work.](#)

### Policy:

Employees of Southwest Counseling Service are prohibited from engaging in lobbying or political advocacy activities while identifying themselves as representatives of SCS. Employees may not use their official title, position, or the SCS name in any effort to influence legislation, regulation, or government action.

This restriction applies to all forms of communication, including written, verbal, and electronic, such as:

- Letters, emails, or phone calls to government officials;

- Public statements, social media posts, or press interviews referencing SCS;
- Participation in political campaigns or legislative hearings as a representative of SCS; and
- Use of SCS time, property, or equipment to support lobbying or political efforts.

### **External Boards, Committees, and Volunteer Service**

SCS encourages community involvement and supports employees who wish to participate in civic or volunteer activities outside of work. However, to avoid potential conflicts of interest, the following conditions apply:

- Employees must not conduct outside board, committee, or volunteer work during SCS work hours or while being compensated by SCS, unless prior written approval is granted by their supervisor or the Executive Director.
- SCS resources, including time, equipment, email, office space, or other materials, may not be used for external board or volunteer activities.
- Employees serving on external boards or committees must ensure that their participation does not interfere with their duties or responsibilities at SCS.
- Employees must make it clear that their views and actions in any external role are their own and do not represent the views or positions of SCS.
- If an employee's external involvement could create a potential conflict of interest, it must be disclosed to the Executive Director or Human Resources.

### **Personal Political and Lobbying Activities**

Employees have the right to participate in political or advocacy activities on their own time and in a personal capacity, provided that:

- They do not identify themselves as representing SCS;
- They do not use SCS resources or property; and
- Their participation does not interfere with their job performance or create a conflict of interest.

### **Procedure:**

Employees unsure whether an activity falls within this policy must seek clarification from the Executive Director or Human Resources Department before proceeding.

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment, depending on the severity of the violation.

**Links to other policies:**

<\\scssrv1\Information\Personnel Policies>

<\\scssrv1\Information\Operations Policies and Procedures\Operations Policies>

**References:**

**Approved by:**

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Board Chair

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Date

MARKUP



## Policy Sick Leave Bank

Policy Number	
Origin Date	02/18/2026
Revision Dates	
Reviewed Dates	
Approval Authority	Board of Directors

**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.

**Scope:** The Sick Leave Bank Policy applies to all eligible employees of Southwest Counseling who voluntarily choose to participate in the sick leave bank program. This policy governs the donation, administration, and use of accrued sick leave for employees experiencing a qualifying serious health condition or medical emergency.

Participation in the sick leave bank is subject to established eligibility criteria, contribution requirements, and approval processes as outlined in this policy. The program is intended to provide additional paid leave support to employees who have exhausted their own available leave balances and are unable to work due to extended illness, injury, or other qualifying medical circumstances.

**Definition:** A sick leave bank is a pooled system of paid leave where employees voluntarily contribute a portion of their own accrued sick time into a shared "bank." This bank can then be accessed by employees who experience a serious illness, injury, or medical condition and have exhausted their own available leave.

# Policy:

## 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.

# Procedure:

## 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.

## **Links to other policies:**

\\scssrv1\Information\Personnel Policies

\\scssrv1\Information\Operations Policies and Procedures\Operations Policies

[3.2 Leave Time](#)

## **References:**

Personnel Policy 3.2 Leave Time

Operations Policy 3.3.6 Request for Leave Time

## **Approved by:**

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Board Chair

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Date

## **Executive Summary – Fiscal Year 2027 Budget**

### **Southwest Counseling Service**

The Fiscal Year 2027 budget for Southwest Counseling Service (SCS) reflects a deliberate and forward-focused approach to sustaining and strengthening behavioral health services across Sweetwater County and the surrounding region. As a community behavioral health center and a component unit of Sweetwater County, this budget aligns with both local priorities and Wyoming’s broader behavioral health system of care.

Revenue projections are based on a combination of state contract funding through the Wyoming Department of Health, County appropriations, Federal and state grants, Medicaid reimbursements, and limited third-party payers. Recognizing the variability and constraints within Wyoming’s reimbursement environment, the budget reflects conservative revenue assumptions and emphasizes ongoing efforts to strengthen grant funding opportunities, and maximize allowable reimbursement.

This fiscal year represents a continued period of transition and opportunity for SCS following the formal assumption of operational maintenance by the Sweetwater County Board of County Commissioners in December. The budget is designed to support organizational stabilization, enhance transparency and accountability, and position the agency for long-term sustainability within its evolving governance structure.

Expenditures are strategically aligned with service delivery priorities and organizational needs. Personnel costs remain the most significant investment, underscoring the importance of recruiting and retaining a qualified behavioral health workforce in a highly competitive and rural environment. The budget includes targeted adjustments to support staff retention, workforce stability, and continued development of clinical and administrative leadership.

In addition, the budget advances several organizational priorities:

- Strengthening partnership and alignment with Sweetwater County leadership
- Continuing implementation of organizational restructuring and governance clarity
- Expanding access to care across a large and rural service area
- Enhancing care coordination and integration across service lines
- Investing in data systems, compliance, and reporting capabilities
- Addressing facility maintenance and infrastructure needs now supported by the county

While financial pressures remain—including workforce shortages, inflationary impacts, and uncertainty in grant funding—the budget reflects a disciplined and realistic approach to fiscal management. SCS leadership has prioritized expense control, operational efficiency, and clear financial oversight to ensure responsible stewardship of public resources.

Overall, the Fiscal Year 2027 budget positions Southwest Counseling Service to continue its mission of providing comprehensive, accessible, and high-quality behavioral health services to the residents of Sweetwater County, while strengthening its foundation for future growth and sustainability.

## Budget Assumptions

The FY27 budget has been developed using a conservative and structured approach, based on the following key assumptions:

- **Staffing Model:** Wage and benefit projections are based on the updated Southwest Counseling Service organizational chart and anticipated staffing levels.
- **Vacancy and Retirement Savings:** Known staff retirements and currently unfilled positions have been incorporated into projections. From May 2025 through April 2026, these factors are expected to generate approximately **\$1,132,533.92** in wage savings.
- **Conservative Revenue Forecasting:** The budget does not include revenue from potential grant opportunities currently under application, nor does it assume continuation of certain discretionary funding sources.
- **CCBHC Grant Funding:** Budgeted revenues reflect only the remaining funds from the Certified Community Behavioral Health Clinic (CCBHC) grant through the current grant cycle, which ends September 29, 2026. No assumption has been made regarding renewal or replacement funding beyond that date.
- **Reimbursement Rate Assumptions:** The Wyoming Department of Health, Behavioral Health Division continues work on a new fee schedule for Behavioral Health Redesign.
- **Service Volume Projections:** Program service lines will continue to be monitored to maximize revenue streams.
- **Inflationary Impacts:** The budget includes a 2% COLA request from the Board of County Commissioners FY27 funding request.
- **Capital Planning:** Projects in this year are ones of maintenance.
- **County and State Funding Stability:** State and County funding requests are flat for FY27.
- **Grant Funding Risk:** Additional grant funding is needed to continue to sustain service lines.
- **Operational Efficiencies:** The Organizational chart for SCS is a key area for cost savings.

## Key Takeaways

- Strong dependence on state funding continues to drive overall revenue trends.
- Service-related revenue is declining, which may indicate shifts in payer mix, service utilization, or reimbursement rates.
- Personnel-related costs remain the primary expenditure and continue to grow.
- ARPA Capital construction projects in FY25 and FY26 have significantly impacted overall spending.

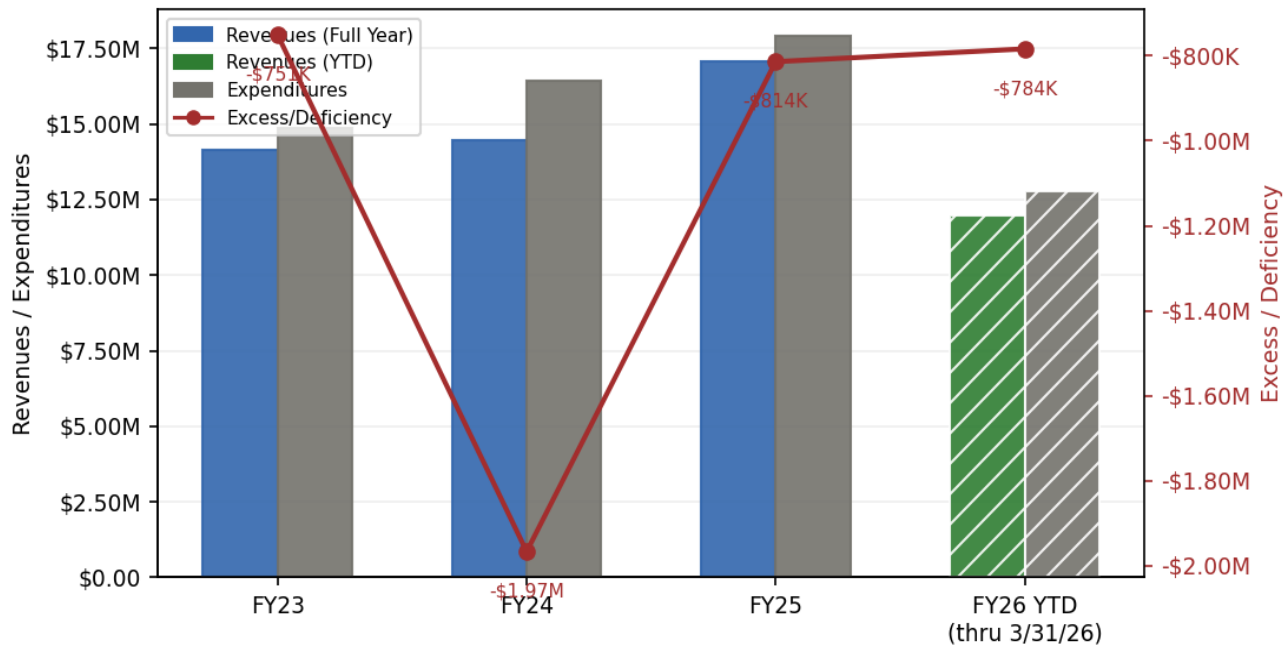
# Financial Summary Report

Fiscal Years 2023 – 2025 & FY26 YTD through 3/31/2026

Metric	FY23	FY24	FY25	FY26 YTD (thru 3/31/26)
Total Revenues	\$14,129,772	\$14,447,527	\$17,089,963	\$11,995,766
Total Expenditures	\$14,880,958	\$16,414,186	\$17,903,895	\$12,779,486
<b>Excess / (Deficiency)</b>	<b>(\$751,186)</b>	<b>(\$1,966,659)</b>	<b>(\$813,932)</b>	<b>(\$783,720)</b>

\* FY26 YTD represents 9 of 12 months (75% of fiscal year)

## Overview: Revenues vs. Expenditures



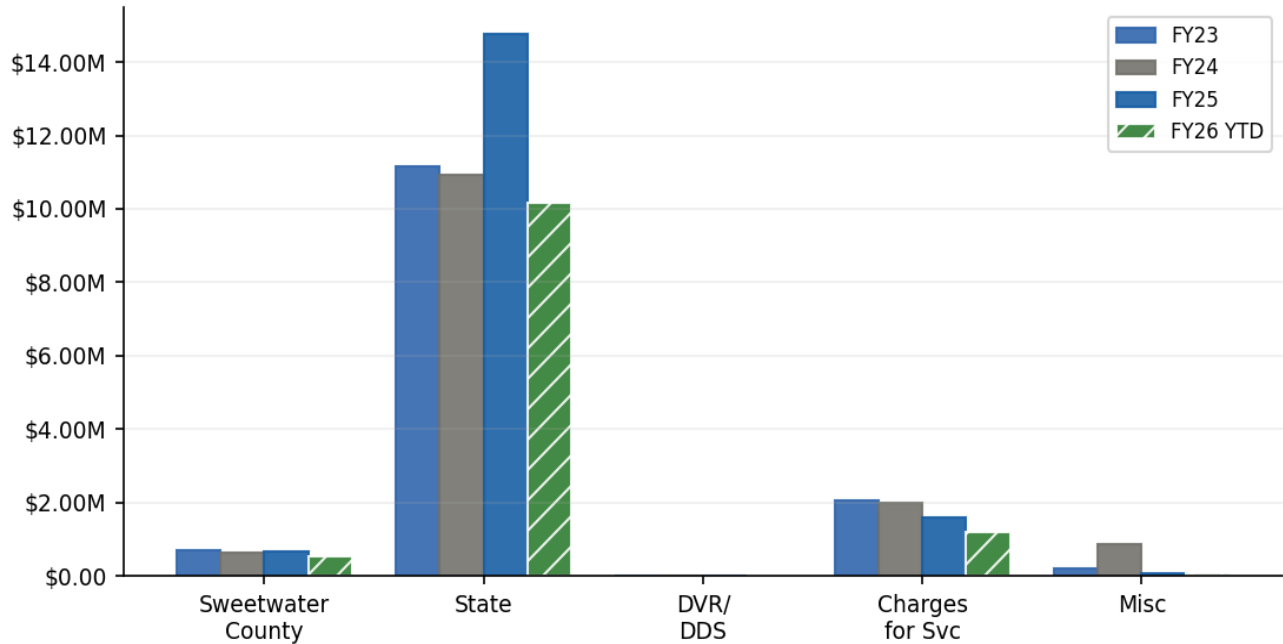
Note: The right axis (red) shows the net excess or deficiency. FY26 YTD bars (hatched, green) reflect 9 months of activity through 3/31/2026.

## Revenue Detail

Revenue Source	FY23	FY24	FY25	FY26 YTD (thru 3/31/26)
Sweetwater County	\$700,553.39	\$650,487.96	\$683,012.00	\$530,000.00
State	\$11,145,500.73	\$10,911,296.49	\$14,751,354.62	\$10,149,212.79
DVR/DDS/DD	\$3,262.00	\$3,237.00	\$3,670.74	\$706.50

Charges for Services	\$2,072,540.71	\$1,996,835.62	\$1,587,931.56	\$1,220,300.69
Miscellaneous	\$207,915.19	\$885,670.15	\$63,993.69	\$95,546.02
<b>TOTAL</b>	<b>\$14,129,772.02</b>	<b>\$14,447,527.22</b>	<b>\$17,089,962.61</b>	<b>\$11,995,766.00</b>

## Revenue Breakdown by Source

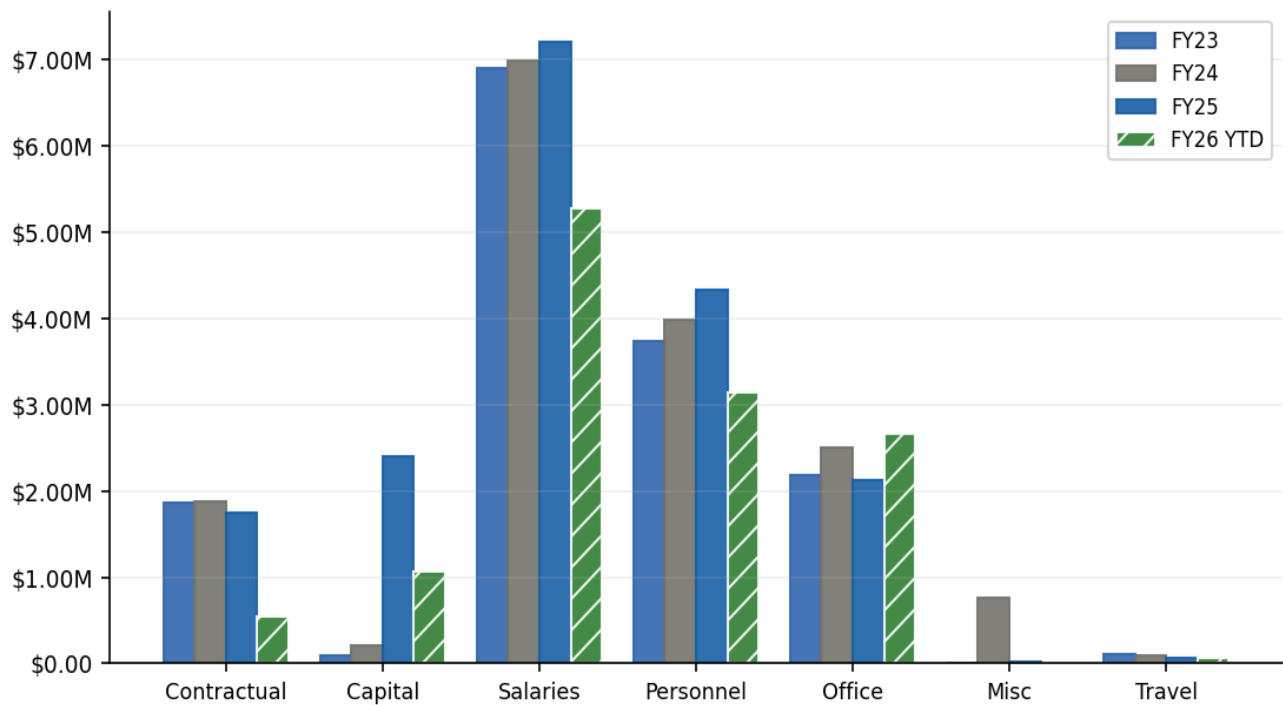


State funding dominates revenue. FY26 YTD State funding of \$10.1M is on pace relative to prior full years. Charges for Services YTD at \$1.2M tracks below FY25's full-year \$1.6M.

## Expenditure Detail

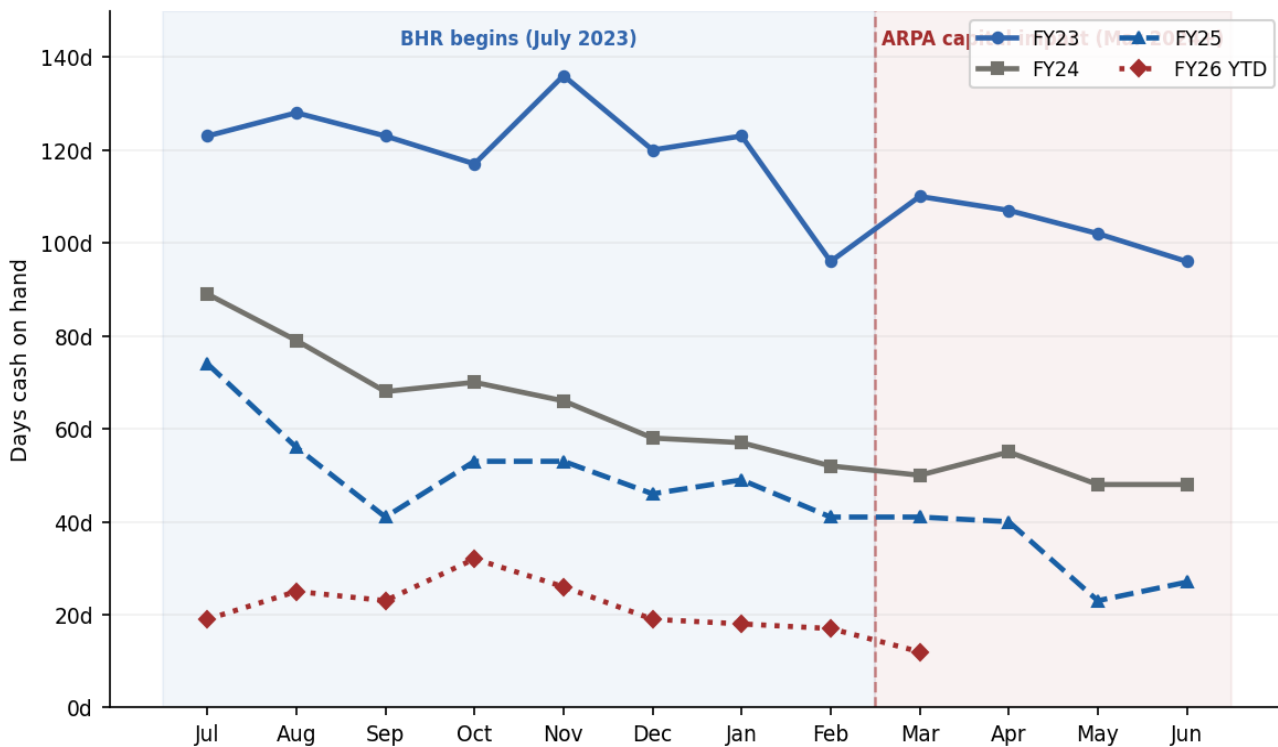
Expenditure Category	FY23	FY24	FY25	FY26 YTD (thru 3/31/26)
Contractual Agreements	\$1,862,285.43	\$1,884,375.57	\$1,743,686.54	\$540,554.61
Capital	\$99,859.62	\$216,275.16	\$2,407,023.27	\$1,072,522.46
Salaries	\$6,898,154.71	\$6,984,912.66	\$7,202,640.16	\$5,282,335.03
Personnel	\$3,735,429.04	\$3,978,572.32	\$4,326,546.21	\$3,148,995.09
Office	\$2,181,745.50	\$2,500,031.83	\$2,128,905.98	\$2,663,924.82
Miscellaneous	\$1,327.44	\$755,353.34	\$26,823.83	\$12,026.81
Travel	\$102,156.59	\$94,665.25	\$68,269.02	\$59,127.19
<b>TOTAL</b>	<b>\$14,880,958.33</b>	<b>\$16,414,186.13</b>	<b>\$17,903,895.01</b>	<b>\$12,779,486.01</b>

## Expenditure Breakdown by Category



FY26 YTD Office spending (\$2.66M) has already exceeded FY25's full-year total (\$2.13M), a notable trend. Capital at \$1.07M YTD remains elevated. Salaries and Personnel continue as the largest cost drivers.

## Days Cash on Hand — by Month & Fiscal Year



**July 2023 - Behavioral Health Redesign (BHR) begins:** BHR launched in July 2023, transitioning Southwest Counseling Service from a 1/12th monthly payment model from the Wyoming Department of Health to fee-for-service at Medicaid rates. This shift significantly reduced cash flow, as funding could only be drawn down by billing individual services rather than receiving predictable monthly contract payments - directly contributing to the year-over-year decline in days cash on hand beginning in FY24.

**March 2024 - ARPA capital construction projects begin impacting cash:** Beginning in March 2024 and continuing into FY26, ARPA-funded capital construction projects have significantly drawn down cash reserves. Large upfront construction expenditures - visible in the Capital spending spike to \$2.4M in FY25 and \$1.07M YTD in FY26 - compound the BHR driven cash flow reduction, with FY26 YTD reaching a low of 12 days in March 2026.

# SCS FY27 Budget Narrative

## Summary

Total Revenue	Largest Source	State Contract Share
<b>\$13,637,642.77</b>	<b>FY27 State Contract</b>	<b>69.8%</b>

## Revenue Detail by Source

Sorted by amount (descending). Visual share bars represent proportion of total revenue.

Revenue Source	Amount	% of Total	Visual Share
FY27 State Contract	\$9,509,801.77	69.7%	
Insurance	\$720,000.00	5.3%	
CCBHC	\$700,000.00	5.1%	
County	\$600,000.00	4.4%	
SA - MAT Grant	\$483,000.00	3.5%	
Medicaid	\$414,500.00	3.0%	
Client Fees	\$305,000.00	2.2%	
MH - Crisis/Sub-Acute	\$293,032.00	2.1%	
Prevention Grant	\$243,229.00	1.8%	
General Contracts	\$148,720.00	1.1%	
Treatment Court Grant	\$82,800.00	0.6%	
Medicare	\$70,560.00	0.5%	
Miscellaneous/Interest	\$37,000.00	0.3%	
EAP	\$30,000.00	0.2%	
<b>TOTAL</b>	<b>\$13,637,642.77</b>	<b>100.0%</b>	

FY27 State Contract represents the primary funding source at 69.8% of total revenue. Combined government grants and contracts (State Contract, MAT Grant, MH Crisis, CCBHC, Prevention, Treatment Court) account for approximately 82% of total revenue.

Additional information to the budget includes explanations of revenues, expenditures, and pass-through funds and other definitions.

## Revenues

- State contract dollars in the amount of \$1,194,152.25 as passed through to Pioneer Counseling Service to fund mental health residential beds, to include one Sub-Acute previously known as Crisis Stabilization.
- MH- Quality of Life and SA-Quality of Life funds are paid directly on behalf of a client and fall under specific criteria of being enrolled as a Behavioral Health Redesign eligible individual as well as have an identified need within the allowable expenditure areas of:
  - Emergency Subsistence – crisis shelter, food, clothing, and essential personal supplies.
  - Prescription Medication – psychotropics, other medications, and injectables.
  - Health and Medical Supports – lab test, injections, medical supplies, health assessments and screening, health/dental care, dentures, eyeglasses, and other health/dental devices.
  - Housing – acquisition, retention and safety supports (e.g., security deposits, utilities, minor repairs).
  - Transportation – access to clinical services, medical appointments, resources, or development of recreation/socialization interests.
  - Recreation/Socialization – development of interests consistent with current income and long-term lifestyle.
  - Other supports – pre-approval from the Behavioral Health Division

## Expenditures

- Membership dues pay for SCS' inclusion in the Wyoming Association of Mental Health and Substance Abuse Centers (WAMHSAC).
- One of the larger expenditures is the Electronic Health Care record of MyAvatar with an annual cost of approximately \$296,000 annually.
- Conference and Travel is primarily budgeted for the Prevention grant as well as for the annual required Peer Specialist trainings.
- Client Medical and Client Rx (prescriptions) directly correlate to the expenses associated with providing Medication Assisted Treatment (MAT)
- APRN Medical Lab fees are billed to SCS at a contracted rate and passed along to the patient or Quality of Life funds used to assist the qualified SCS client.
- Credit Card fees pays the credit card processing center in order to run client, insurance and EAP payments via the credit card terminals.

**Southwest Counseling Service**

**Proposed Revenues FY27**

State Contracts	FY26 Revenues Budget	Proposed FY27 Revenues Budget	Difference	Percent Change
<b>Outpatient Services</b>				
MH - Outpatient	\$ 1,038,642.78	\$ 963,329.80	\$ (75,312.98)	-8%
MH - CARF	14,015.00	14,015.00	-	0%
MH- Direct Care Salaries	182,343.00	182,343.00	-	0%
MH- Emergency Services	29,218.00	29,218.00	-	0%
MH- Regional Med. Management	133,729.00	133,729.00	-	0%
MH- Regional Nursing Support	41,291.00	41,291.00	-	0%
MH- Regional Early Intervention	53,302.00	53,302.00	-	0%
MH- ESMI	62,387.73	61,972.89	(414.84)	-1%
MH- Jail Based Services	50,000.00	50,000.00	-	0%
SA - Outpatient	606,870.00	606,870.00	-	0%
SA- Direct Care Salaries	313,899.00	313,899.00	-	0%
SA - CARF	6,100.00	6,100.00	-	0%
SA - HB 308	454,450.00	454,450.00	-	0%
MH & SA- Peer Specialist	90,000.00	90,000.00	-	0%
CCRS	208,800.00	208,800.00	-	0%
MH - LT Group Home -Sweetwater	632,675.31	632,675.31	-	0%
MH - LT Group Home - Uinta	517,643.44	517,643.44	-	0%
SOR- Medication Assisted Treatment	483,000.00	483,000.00	-	0%
MH Crisis Intervention/Sub-Acute Residential	367,046.00	293,032.00	(74,014.00)	-25%
BHD Peer Review		2,500.00	2,500.00	100%
<b>CCBHC</b>				
CCBHC	1,500,000.00	700,000.00	(800,000.00)	-114%
<b>Regional Services - MH</b>				
MH- Transitional Grp - Sweetwater	438,588.46	438,588.46	-	0%
MH - SIP- Sweetwater	155,302.06	155,302.06	-	0%
MH- SIP- Uinta County	207,069.41	207,069.41	-	0%
MH- Transitional Grp - Uinta	389,856.40	389,856.40	-	0%
MH -Sub-Acute Crisis Residential	397,917.00	397,917.00	-	0%
MH -Sub-Acute Crisis Residential Uinta	79,583.00	79,583.00	-	0%
<b>Regional Services - SA</b>				
SA - Residential	2,241,069.28	2,241,069.28	-	0%
SA- Residential Women and Children	703,347.15	703,347.15	-	0%
SA- Transitional (SL)	199,290.49	199,290.49	-	0%
SA- Detox	136,417.08	136,417.08	-	0%
SA- MAT Detox Residential	75,313.00	75,313.00	-	0%
<b>Quality of Life</b>				
MH - Quality of Life	102,730.00	102,730.00	-	0%
SA- Quality of Life	23,680.00	23,680.00	-	0%
<b>General Funds</b>				
County	600,000.00	600,000.00	-	0%
Client Fees	370,000.00	235,000.00	(135,000.00)	-57%
Insurance	631,305.00	720,000.00	88,695.00	12%
Medicaid	557,825.00	414,500.00	(143,325.00)	-35%
Medicare	44,325.00	70,560.00	26,235.00	37%
EAP	61,375.00	30,000.00	(31,375.00)	-105%
DFS	5,000.00	5,000.00	-	0%
DVR/DDS	2,000.00	2,000.00	-	0%
Medical Service Fees	112,000.00	70,000.00	(42,000.00)	-60%
Food Stamps	99,520.00	99,520.00	-	0%
<b>Grants and Contracts</b>				
General Contracts	110,500.00	30,000.00	(80,500.00)	-268%
Treatment Court	82,800.00	82,800.00	-	0%
Federal Probation	4,000.00	4,000.00	-	0%
County Prevention	243,229.00	243,229.00	-	0%
ARPA Capital Construction	387,310.00	-	(387,310.00)	0%
<b>Miscellaneous Funds</b>				
Reserve	1,000,000.00	30,000.00	(970,000.00)	-3233%
Interest Earned	22,000.00	22,000.00	-	0%
Commissary Funds	5,700.00	5,700.00	-	0%
Miscellaneous	15,000.00	15,000.00	-	0%
<b>Total Revenues</b>	<b>\$ 16,289,464.59</b>	<b>\$ 13,667,642.77</b>	<b>\$ (2,621,821.82)</b>	<b>-19%</b>
Total Revenue excluding carryover	\$ 15,289,464.59			

**Southwest Counseling Service  
Proposed Expenditures FY27**

Personnel	FY26 Expenditures Budget	Proposed FY27 Expenditures Budget	Difference	Percent Change
Salaries	\$ 7,615,596.36	\$ 6,302,678.21	\$ (1,312,918.15)	-21%
FICA	582,600.00	485,272.18	(97,327.82)	-20%
Wyoming Retirement	1,418,025.00	1,181,146.14	(236,878.86)	-20%
Health Insurance	2,337,134.00	2,075,762.00	(261,372.00)	-13%
Life Insurance	45,700.00	35,000.00	(10,700.00)	-31%
Worker's Compensation	59,000.00	44,530.00	(14,470.00)	-32%
Unemployment	32,500.00	15,000.00	(17,500.00)	-117%
Wellness	13,580.00	6,200.00	(7,380.00)	-119%
Background Check	11,010.00	7,300.00	(3,710.00)	-51%
Contracts	513,000.00	475,000.00	(38,000.00)	-8%
Contract- Transitional Grp - Uinta	389,856.40	389,856.40	-	0%
Contract - SIP Uinta County	207,069.41	207,069.41	-	0%
Contract - Sub-Acute Crisis Stabilization	79,583.00	79,583.00	-	0%
Contract - LT Group Home - Uinta	517,643.44	517,643.44	-	0%
Consultation	10,000.00	10,000.00	-	0%
Recruitment	5,000.00	5,000.00	-	0%
BHD Peer Review		2,500.00	2,500.00	100%
<b>Travel/Vehicle Expenses</b>				
Travel-Mileage Reimbursement	12,000.00	9,850.00	(2,150.00)	-22%
Vehicle Fuel	18,000.00	17,500.00	(500.00)	-3%
Vehicle Maintenance	16,000.00	23,400.00	7,400.00	32%
Conference and Seminar Travel	15,000.00	15,000.00	-	0%
Training	30,000.00	15,000.00	(15,000.00)	-100%
<b>Operating</b>				
Supplies	120,748.00	90,000.00	(30,748.00)	-34%
Food	235,295.00	242,500.00	7,205.00	3%
Rent	150,465.00	152,112.00	1,647.00	1%
Utilities	192,454.00	214,000.00	21,546.00	10%
Insurance- G&P/ Vehicles	135,000.00	115,000.00	(20,000.00)	-17%
Advertising	35,500.00	35,000.00	(500.00)	-1%
Books/Magazines/Video	4,000.00	4,000.00	-	0%
Client/Insurance Refund	3,000.00	1,250.00	(1,750.00)	-140%
Computer Hardware	3,000.00	48,000.00	45,000.00	94%
Computer Software	205,505.00	225,000.00	19,495.00	9%
Computer Maintenance	10,000.00	6,700.00	(3,300.00)	-49%
Computer Communication	35,000.00	40,000.00	5,000.00	13%
Equipment	50,000.00	5,500.00	(44,500.00)	-809%
Leased Equipment	50,000.00	50,000.00	-	0%
Maintenance	96,000.00	50,000.00	(46,000.00)	-92%
Postage	10,000.00	7,000.00	(3,000.00)	-43%
Cleaning Supplies	13,375.00	11,000.00	(2,375.00)	-22%
Telephone	74,000.00	74,000.00	-	0%
Testing and Materials	6,000.00	6,000.00	-	0%
Drug Testing	25,000.00	25,000.00	-	0%
Client Medical	65,000.00	45,000.00	(20,000.00)	-44%
Client Rx	20,000.00	65,000.00	45,000.00	69%
APRN Medical Lab Fees	15,000.00	13,000.00	(2,000.00)	-15%
Recreation	3,850.00	2,660.00	(1,190.00)	-45%
Membership Dues	30,000.00	15,000.00	(15,000.00)	-100%
Collection Agency	2,000.00	2,000.00	-	0%
CARF	3,000.00	3,000.00	-	0%
MH Quality of Life				

Medical	60,530.00	60,530.00	-	0%
Emergency Subsistence	6,700.00	6,700.00	-	0%
RX	15,000.00	15,000.00	-	0%
Housing	5,100.00	5,100.00	-	0%
Transportation	15,400.00	15,400.00	-	0%
Regional Quality of Life				
Regional Quality of Life	23,680.00	23,680.00	-	0%
Miscellaneous Expenses				
Finance Charge	2,000.00	2,000.00	-	0%
Credit Card Fees	20,000.00	11,220.00	(8,780.00)	-78%
Other Expenses	32,255.00	25,000.00	(7,255.00)	-29%
Debt Service/Capital Maintenance				
Capital	200,000.00	25,000.00	(175,000.00)	-700%
ARPA Funding Capital Projects	387,310.00	10,000.00	(377,310.00)	-3773%
<b>Total Expenses</b>	<b>\$ 16,289,464.61</b>	<b>\$ 13,667,642.77</b>	<b>\$ (2,621,821.84)</b>	<b>-19%</b>

# New Business

## Southwest Counseling Service

### Fee Schedule for Service Types

<u>Service</u>	<u>Unit</u>	<u>Full Fee</u>	<u>Maximum Client Responsibility</u>
Clinical Assessment MH	Hour	\$ 300.00	SCS Sliding Fee
D/A or D/V Evaluation	Flat Fee	\$ 300.00	\$ 175.00
ASI/DV Testing	Flat Fee	\$ 40.00	\$ 40.00
Open Client D/A or D/V Evaluation	Hour	\$ 200.00	SCS Sliding Fee
Individual and Family Therapy	Hour	\$ 230.00	SCS Sliding Fee
Community Based Therapy	Hour	\$ 200.00	SCS Sliding Fee
Outpatient Group	Hour	\$ 100.00	SCS Sliding Fee
Intensive Outpatient Group	Hour	\$ 50.00	SCS Sliding Fee
Case Management	Hour	\$ 200.00	Not Billed to Client
Day Treatment Group	Hour	\$ 100.00	SCS Sliding Fee
Emergency Services	Hour	\$ 200.00	Not Subject to SCS Sliding Fee Scale
Education Services	Hour	\$50.00	Not Subject to SCS Sliding Fee Scale
Psychiatric	Hour	\$ 300.00	Depending upon complexity
SA Residential Treatment Services	Day	\$ 175.00	SCS Sliding Fee
MH Residential Group Home	Day	\$ 18.00	SCS Sliding Fee
MH Residential Supported Apartments	Day	\$ 10.00	SCS Sliding Fee
SUD Transitional Housing	Day	\$ 10.00	SCS Sliding Fee
Missed Appointment	Per Occurrence	\$ 10.00	Client Responsibility
DUI Evaluation	Evaluation	\$ 240.00	\$ 175.00
DUI Class	Class	\$ 140.00	Not Subject to SCS Sliding Fee Scale

MH Evals are billed off of the Sliding Fee Scale and DA/DV are billed at the flat fee, with maximum client responsibility of \$175. SCS Assessments are billed to third party payers at the full rate of \$240. If an individual comes to the agency with an ASI completed, the maximum client responsibility will be \$175. The ASI is billed to those clients that have had an assessment with SCS within the last year, however the ASI has been completed more than 90 days ago. Agency Based Emergency Services are billed based on the Sliding Fee Scale.

## SCS MH Assessment Services Sliding Fee Scale Effective May 1, 2026

FPL	Annual Income		Household Size								Percent of Fee	
			1	2	3	4	5	6	7	8+		
100%	\$0.00	- \$ 15,960	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	2%
133%	15,961	- 21,227	\$ 8.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	4%
138%	21,228	- 22,025	\$ 12.00	\$ 8.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	6%
150%	22,026	- 23,940	\$ 16.00	\$ 12.00	\$ 8.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	8%
200%	23,941	- 31,920	\$ 22.00	\$ 16.00	\$ 12.00	\$ 8.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	11%
250%	31,921	- 39,900	\$ 28.00	\$ 22.00	\$ 16.00	\$ 12.00	\$ 8.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	14%
300%	39,901	- 47,880	\$ 34.00	\$ 28.00	\$ 22.00	\$ 16.00	\$ 12.00	\$ 8.00	\$ 4.00	\$ 4.00	\$ 4.00	17%
350%	47,881	- 55,860	\$ 40.00	\$ 34.00	\$ 28.00	\$ 22.00	\$ 16.00	\$ 12.00	\$ 8.00	\$ 4.00	\$ 4.00	20%
400%	55,861	- 63,840	\$ 46.00	\$ 40.00	\$ 34.00	\$ 28.00	\$ 22.00	\$ 16.00	\$ 12.00	\$ 8.00	\$ 8.00	23%
450%	63,841	- 71,820	\$ 52.00	\$ 46.00	\$ 40.00	\$ 34.00	\$ 28.00	\$ 22.00	\$ 16.00	\$ 12.00	\$ 12.00	26%
500%	71,821	- 79,800	\$ 60.00	\$ 52.00	\$ 46.00	\$ 40.00	\$ 34.00	\$ 28.00	\$ 22.00	\$ 16.00	\$ 16.00	30%
550%	79,801	- 87,780	\$ 68.00	\$ 60.00	\$ 52.00	\$ 46.00	\$ 40.00	\$ 34.00	\$ 28.00	\$ 22.00	\$ 22.00	34%
600%	87,781	- 95,760	\$ 76.00	\$ 68.00	\$ 60.00	\$ 52.00	\$ 46.00	\$ 40.00	\$ 34.00	\$ 28.00	\$ 28.00	38%
650%	95,761	- 103,740	\$ 84.00	\$ 76.00	\$ 68.00	\$ 60.00	\$ 52.00	\$ 46.00	\$ 40.00	\$ 34.00	\$ 34.00	42%
700%	103,741	- 111,720	\$ 92.00	\$ 84.00	\$ 76.00	\$ 68.00	\$ 60.00	\$ 52.00	\$ 46.00	\$ 40.00	\$ 40.00	46%
750%	111,721	- 119,700	\$ 100.00	\$ 92.00	\$ 84.00	\$ 76.00	\$ 68.00	\$ 60.00	\$ 52.00	\$ 46.00	\$ 46.00	50%
800%	119,701	- 127,680	\$ 110.00	\$ 100.00	\$ 92.00	\$ 84.00	\$ 76.00	\$ 68.00	\$ 60.00	\$ 52.00	\$ 52.00	55%
900%	127,681	- 143,640	\$ 120.00	\$ 110.00	\$ 100.00	\$ 92.00	\$ 84.00	\$ 76.00	\$ 68.00	\$ 60.00	\$ 60.00	60%
1000%	143,641	- 159,600	\$ 130.00	\$ 120.00	\$ 110.00	\$ 100.00	\$ 92.00	\$ 84.00	\$ 76.00	\$ 68.00	\$ 68.00	65%
1100%	159,601	- 175,560	\$ 140.00	\$ 130.00	\$ 120.00	\$ 110.00	\$ 100.00	\$ 92.00	\$ 84.00	\$ 76.00	\$ 76.00	70%
1200%	175,561	- 191,520	\$ 150.00	\$ 140.00	\$ 130.00	\$ 120.00	\$ 110.00	\$ 100.00	\$ 92.00	\$ 84.00	\$ 84.00	75%
1300%	191,521	- 207,480	\$ 162.00	\$ 150.00	\$ 140.00	\$ 130.00	\$ 120.00	\$ 110.00	\$ 100.00	\$ 92.00	\$ 92.00	81%
1400%	207,481	- 223,440	\$ 174.00	\$ 162.00	\$ 150.00	\$ 140.00	\$ 130.00	\$ 120.00	\$ 110.00	\$ 100.00	\$ 100.00	87%
1600%	223,441	- 255,360	\$ 186.00	\$ 174.00	\$ 162.00	\$ 150.00	\$ 140.00	\$ 130.00	\$ 120.00	\$ 110.00	\$ 110.00	93%
1800%	255,361	- 287,280	\$ 300.00	\$ 186.00	\$ 174.00	\$ 162.00	\$ 150.00	\$ 140.00	\$ 130.00	\$ 120.00	\$ 120.00	100%

*Southwest Counseling Service sliding fee scale is consistent with the guidelines as defined by the Health Resources and Services Administration for Contractors participating in the National Health Service Corps as well as in compliance with the Behavioral Health Division Sliding Fee Scale guidelines. All fees are based upon gross annual income and household size per Federal Poverty Guideline levels. The sliding fee is not applied to agencies, organizations and third party payers; it will be applied only to the client's payment responsibility.*

## SCS Individual Services Sliding Fee Scale Effective May 1, 2026

FPL	Annual Income	Household Size								Percent of Fee	
		1	2	3	4	5	6	7	8+		
100%	\$0.00 - \$ 15,960	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	2%
133%	15,961 - 21,227	\$ 8.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	4%
138%	21,228 - 22,025	\$ 12.00	\$ 8.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	6%
150%	22,026 - 23,940	\$ 16.00	\$ 12.00	\$ 8.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	8%
200%	23,941 - 31,920	\$ 22.00	\$ 16.00	\$ 12.00	\$ 8.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	11%
250%	31,921 - 39,900	\$ 28.00	\$ 22.00	\$ 16.00	\$ 12.00	\$ 8.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	14%
300%	39,901 - 47,880	\$ 34.00	\$ 28.00	\$ 22.00	\$ 16.00	\$ 12.00	\$ 8.00	\$ 4.00	\$ 4.00	\$ 4.00	17%
350%	47,881 - 55,860	\$ 40.00	\$ 34.00	\$ 28.00	\$ 22.00	\$ 16.00	\$ 12.00	\$ 8.00	\$ 4.00	\$ 4.00	20%
400%	55,861 - 63,840	\$ 46.00	\$ 40.00	\$ 34.00	\$ 28.00	\$ 22.00	\$ 16.00	\$ 12.00	\$ 8.00	\$ 8.00	23%
450%	63,841 - 71,820	\$ 52.00	\$ 46.00	\$ 40.00	\$ 34.00	\$ 28.00	\$ 22.00	\$ 16.00	\$ 12.00	\$ 12.00	26%
500%	71,821 - 79,800	\$ 60.00	\$ 52.00	\$ 46.00	\$ 40.00	\$ 34.00	\$ 28.00	\$ 22.00	\$ 16.00	\$ 16.00	30%
550%	79,801 - 87,780	\$ 68.00	\$ 60.00	\$ 52.00	\$ 46.00	\$ 40.00	\$ 34.00	\$ 28.00	\$ 22.00	\$ 22.00	34%
600%	87,781 - 95,760	\$ 76.00	\$ 68.00	\$ 60.00	\$ 52.00	\$ 46.00	\$ 40.00	\$ 34.00	\$ 28.00	\$ 28.00	38%
650%	95,761 - 103,740	\$ 84.00	\$ 76.00	\$ 68.00	\$ 60.00	\$ 52.00	\$ 46.00	\$ 40.00	\$ 34.00	\$ 34.00	42%
700%	103,741 - 111,720	\$ 92.00	\$ 84.00	\$ 76.00	\$ 68.00	\$ 60.00	\$ 52.00	\$ 46.00	\$ 40.00	\$ 40.00	46%
750%	111,721 - 119,700	\$ 100.00	\$ 92.00	\$ 84.00	\$ 76.00	\$ 68.00	\$ 60.00	\$ 52.00	\$ 46.00	\$ 46.00	50%
800%	119,701 - 127,680	\$ 110.00	\$ 100.00	\$ 92.00	\$ 84.00	\$ 76.00	\$ 68.00	\$ 60.00	\$ 52.00	\$ 52.00	55%
900%	127,681 - 143,640	\$ 120.00	\$ 110.00	\$ 100.00	\$ 92.00	\$ 84.00	\$ 76.00	\$ 68.00	\$ 60.00	\$ 60.00	60%
1000%	143,641 - 159,600	\$ 130.00	\$ 120.00	\$ 110.00	\$ 100.00	\$ 92.00	\$ 84.00	\$ 76.00	\$ 68.00	\$ 68.00	65%
1100%	159,601 - 175,560	\$ 140.00	\$ 130.00	\$ 120.00	\$ 110.00	\$ 100.00	\$ 92.00	\$ 84.00	\$ 76.00	\$ 76.00	70%
1200%	175,561 - 191,520	\$ 150.00	\$ 140.00	\$ 130.00	\$ 120.00	\$ 110.00	\$ 100.00	\$ 92.00	\$ 84.00	\$ 84.00	75%
1300%	191,521 - 207,480	\$ 162.00	\$ 150.00	\$ 140.00	\$ 130.00	\$ 120.00	\$ 110.00	\$ 100.00	\$ 92.00	\$ 92.00	81%
1400%	207,481 - 223,440	\$ 174.00	\$ 162.00	\$ 150.00	\$ 140.00	\$ 130.00	\$ 120.00	\$ 110.00	\$ 100.00	\$ 100.00	87%
1600%	223,441 - 255,360	\$ 186.00	\$ 174.00	\$ 162.00	\$ 150.00	\$ 140.00	\$ 130.00	\$ 120.00	\$ 110.00	\$ 110.00	93%
1800%	255,361 - 287,280	\$ 230.00	\$ 186.00	\$ 174.00	\$ 162.00	\$ 150.00	\$ 140.00	\$ 130.00	\$ 120.00	\$ 120.00	100%

Southwest Counseling Service sliding fee scale is consistent with the guidelines as defined by the Health Resources and Services Administration for Contractors participating in the National Health Service Corps as well as in compliance with the Behavioral Health Division Sliding Fee Scale guidelines. All fees are based upon gross annual income and household size per Federal Poverty Guideline levels. The sliding fee is not applied to agencies, organizations and third party payers; it will be applied only to the client's payment responsibility.

## SCS Group Services Sliding Fee Scale Effective May 1, 2026

FPL	Annual Income	Household Size								Percent of Fee
		1	2	3	4	5	6	7	8+	
100%	\$0.00 - \$ 15,960	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	2%
133%	15,961 - 21,227	\$ 4.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	4%
138%	21,228 - 22,025	\$ 6.00	\$ 4.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	6%
150%	22,026 - 23,940	\$ 8.00	\$ 6.00	\$ 4.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	8%
200%	23,941 - 31,920	\$ 11.00	\$ 8.00	\$ 6.00	\$ 4.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	11%
250%	31,921 - 39,900	\$ 14.00	\$ 11.00	\$ 8.00	\$ 6.00	\$ 4.00	\$ 2.00	\$ 2.00	\$ 2.00	14%
300%	39,901 - 47,880	\$ 17.00	\$ 14.00	\$ 11.00	\$ 8.00	\$ 6.00	\$ 4.00	\$ 2.00	\$ 2.00	17%
350%	47,881 - 55,860	\$ 20.00	\$ 17.00	\$ 14.00	\$ 11.00	\$ 8.00	\$ 6.00	\$ 4.00	\$ 2.00	20%
400%	55,861 - 63,840	\$ 23.00	\$ 20.00	\$ 17.00	\$ 14.00	\$ 11.00	\$ 8.00	\$ 6.00	\$ 4.00	23%
450%	63,841 - 71,820	\$ 26.00	\$ 23.00	\$ 20.00	\$ 17.00	\$ 14.00	\$ 11.00	\$ 8.00	\$ 6.00	26%
500%	71,821 - 79,800	\$ 30.00	\$ 26.00	\$ 23.00	\$ 20.00	\$ 17.00	\$ 14.00	\$ 11.00	\$ 8.00	30%
550%	79,801 - 87,780	\$ 34.00	\$ 30.00	\$ 26.00	\$ 23.00	\$ 20.00	\$ 17.00	\$ 14.00	\$ 11.00	34%
600%	87,781 - 95,760	\$ 38.00	\$ 34.00	\$ 30.00	\$ 26.00	\$ 23.00	\$ 20.00	\$ 17.00	\$ 14.00	38%
650%	95,761 - 103,740	\$ 42.00	\$ 38.00	\$ 34.00	\$ 30.00	\$ 26.00	\$ 23.00	\$ 20.00	\$ 17.00	42%
700%	103,741 - 111,720	\$ 46.00	\$ 42.00	\$ 38.00	\$ 34.00	\$ 30.00	\$ 26.00	\$ 23.00	\$ 20.00	46%
750%	111,721 - 119,700	\$ 50.00	\$ 46.00	\$ 42.00	\$ 38.00	\$ 34.00	\$ 30.00	\$ 26.00	\$ 23.00	50%
800%	119,701 - 127,680	\$ 55.00	\$ 50.00	\$ 46.00	\$ 42.00	\$ 38.00	\$ 34.00	\$ 30.00	\$ 26.00	55%
900%	127,681 - 143,640	\$ 60.00	\$ 55.00	\$ 50.00	\$ 46.00	\$ 42.00	\$ 38.00	\$ 34.00	\$ 30.00	60%
1000%	143,641 - 159,600	\$ 65.00	\$ 60.00	\$ 55.00	\$ 50.00	\$ 46.00	\$ 42.00	\$ 38.00	\$ 34.00	65%
1100%	159,601 - 175,560	\$ 70.00	\$ 65.00	\$ 60.00	\$ 55.00	\$ 50.00	\$ 46.00	\$ 42.00	\$ 38.00	70%
1200%	175,561 - 191,520	\$ 75.00	\$ 70.00	\$ 65.00	\$ 60.00	\$ 55.00	\$ 50.00	\$ 46.00	\$ 42.00	75%
1300%	191,521 - 207,480	\$ 81.00	\$ 75.00	\$ 70.00	\$ 65.00	\$ 60.00	\$ 55.00	\$ 50.00	\$ 46.00	81%
1400%	207,481 - 223,440	\$ 87.00	\$ 81.00	\$ 75.00	\$ 70.00	\$ 65.00	\$ 60.00	\$ 55.00	\$ 50.00	87%
1600%	223,441 - 255,360	\$ 93.00	\$ 87.00	\$ 81.00	\$ 75.00	\$ 70.00	\$ 65.00	\$ 60.00	\$ 55.00	93%
1800%	255,361 - 287,280	\$ 100.00	\$ 93.00	\$ 87.00	\$ 81.00	\$ 75.00	\$ 70.00	\$ 65.00	\$ 60.00	100%

Southwest Counseling Service sliding fee scale is consistent with the guidelines as defined by the Health Resources and Services Administration for Contractors participating in the National Health Service Corps as well as in compliance with the Behavioral Health Division Sliding Fee Scale guidelines. All fees are based upon gross annual income and household size per Federal Poverty Guideline levels. The sliding fee is not applied to agencies, organizations and third party payers; it will be applied only to the client's payment responsibility.

## SCS IOP Group Sliding Fee Scale Effective May 1, 2026

FPL	Annual Income		Household Size								Percent of Fee	
			1	2	3	4	5	6	7	8+		
100%	\$0.00	- \$ 15,960	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	2%
133%	15,961	- 21,227	\$ 2.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	4%
138%	21,228	- 22,025	\$ 3.00	\$ 2.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	6%
150%	22,026	- 23,940	\$ 4.00	\$ 3.00	\$ 2.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	8%
200%	23,941	- 31,920	\$ 5.50	\$ 4.00	\$ 3.00	\$ 2.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	11%
250%	31,921	- 39,900	\$ 7.00	\$ 5.50	\$ 4.00	\$ 3.00	\$ 2.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	14%
300%	39,901	- 47,880	\$ 8.50	\$ 7.00	\$ 5.50	\$ 4.00	\$ 3.00	\$ 2.00	\$ 1.00	\$ 1.00	\$ 1.00	17%
350%	47,881	- 55,860	\$ 10.00	\$ 8.50	\$ 7.00	\$ 5.50	\$ 4.00	\$ 3.00	\$ 2.00	\$ 1.00	\$ 1.00	20%
400%	55,861	- 63,840	\$ 11.50	\$ 10.00	\$ 8.50	\$ 7.00	\$ 5.50	\$ 4.00	\$ 3.00	\$ 2.00	\$ 2.00	23%
450%	63,841	- 71,820	\$ 13.00	\$ 11.50	\$ 10.00	\$ 8.50	\$ 7.00	\$ 5.50	\$ 4.00	\$ 3.00	\$ 3.00	26%
500%	71,821	- 79,800	\$ 15.00	\$ 13.00	\$ 11.50	\$ 10.00	\$ 8.50	\$ 7.00	\$ 5.50	\$ 4.00	\$ 4.00	30%
550%	79,801	- 87,780	\$ 17.00	\$ 15.00	\$ 13.00	\$ 11.50	\$ 10.00	\$ 8.50	\$ 7.00	\$ 5.50	\$ 5.50	34%
600%	87,781	- 95,760	\$ 19.00	\$ 17.00	\$ 15.00	\$ 13.00	\$ 11.50	\$ 10.00	\$ 8.50	\$ 7.00	\$ 7.00	38%
650%	95,761	- 103,740	\$ 21.00	\$ 19.00	\$ 17.00	\$ 15.00	\$ 13.00	\$ 11.50	\$ 10.00	\$ 8.50	\$ 8.50	42%
700%	103,741	- 111,720	\$ 23.00	\$ 21.00	\$ 19.00	\$ 17.00	\$ 15.00	\$ 13.00	\$ 11.50	\$ 10.00	\$ 10.00	46%
750%	111,721	- 119,700	\$ 25.00	\$ 23.00	\$ 21.00	\$ 19.00	\$ 17.00	\$ 15.00	\$ 13.00	\$ 11.50	\$ 11.50	50%
800%	119,701	- 127,680	\$ 27.50	\$ 25.00	\$ 23.00	\$ 21.00	\$ 19.00	\$ 17.00	\$ 15.00	\$ 13.00	\$ 13.00	55%
900%	127,681	- 143,640	\$ 30.00	\$ 27.50	\$ 25.00	\$ 23.00	\$ 21.00	\$ 19.00	\$ 17.00	\$ 15.00	\$ 15.00	60%
1000%	143,641	- 159,600	\$ 32.50	\$ 30.00	\$ 27.50	\$ 25.00	\$ 23.00	\$ 21.00	\$ 19.00	\$ 17.00	\$ 17.00	65%
1100%	159,601	- 175,560	\$ 35.00	\$ 32.50	\$ 30.00	\$ 27.50	\$ 25.00	\$ 23.00	\$ 21.00	\$ 19.00	\$ 19.00	70%
1200%	175,561	- 191,520	\$ 37.50	\$ 35.00	\$ 32.50	\$ 30.00	\$ 27.50	\$ 25.00	\$ 23.00	\$ 21.00	\$ 21.00	75%
1300%	191,521	- 207,480	\$ 40.50	\$ 37.50	\$ 35.00	\$ 32.50	\$ 30.00	\$ 27.50	\$ 25.00	\$ 23.00	\$ 23.00	81%
1400%	207,481	- 223,440	\$ 43.50	\$ 40.50	\$ 37.50	\$ 35.00	\$ 32.50	\$ 30.00	\$ 27.50	\$ 25.00	\$ 25.00	87%
1600%	223,441	- 255,360	\$ 46.50	\$ 43.50	\$ 40.50	\$ 37.50	\$ 35.00	\$ 32.50	\$ 30.00	\$ 27.50	\$ 27.50	93%
1800%	255,361	- 287,280	\$ 50.00	\$ 46.50	\$ 43.50	\$ 40.50	\$ 37.50	\$ 35.00	\$ 32.50	\$ 30.00	\$ 30.00	100%

Southwest Counseling Service sliding fee scale is consistent with the guidelines as defined by the Health Resources and Services Administration for Contractors participating in the National Health Service Corps as well as in compliance with the Behavioral Health Division Sliding Fee Scale guidelines. All fees are based upon gross annual income and household size per Federal Poverty Guideline levels. The sliding fee is not applied to agencies, organizations and third party payers; it will be applied only to the client's payment responsibility.

## SCS Psychiatric Sliding Fee Scale Effective May 1, 2026

FPL	Annual Income	Household Size								Percent of Fee
		1	2	3	4	5	6	7	8+	
100%	\$0.00 - \$ 15,960	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	13%
133%	15,961 - 21,227	\$ 45.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	15%
138%	21,228 - 22,025	\$ 51.00	\$ 45.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	17%
150%	22,026 - 23,940	\$ 60.00	\$ 51.00	\$ 45.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	20%
200%	23,941 - 31,920	\$ 66.00	\$ 60.00	\$ 51.00	\$ 45.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	22%
250%	31,921 - 39,900	\$ 72.00	\$ 66.00	\$ 60.00	\$ 51.00	\$ 45.00	\$ 40.00	\$ 40.00	\$ 40.00	24%
300%	39,901 - 47,880	\$ 81.00	\$ 72.00	\$ 66.00	\$ 60.00	\$ 51.00	\$ 45.00	\$ 40.00	\$ 40.00	27%
350%	47,881 - 55,860	\$ 87.00	\$ 81.00	\$ 72.00	\$ 66.00	\$ 60.00	\$ 51.00	\$ 45.00	\$ 40.00	29%
400%	55,861 - 63,840	\$ 93.00	\$ 87.00	\$ 81.00	\$ 72.00	\$ 66.00	\$ 60.00	\$ 51.00	\$ 45.00	31%
450%	63,841 - 71,820	\$ 102.00	\$ 93.00	\$ 87.00	\$ 81.00	\$ 72.00	\$ 66.00	\$ 60.00	\$ 51.00	34%
500%	71,821 - 79,800	\$ 108.00	\$ 102.00	\$ 93.00	\$ 87.00	\$ 81.00	\$ 72.00	\$ 66.00	\$ 60.00	36%
550%	79,801 - 87,780	\$ 114.00	\$ 108.00	\$ 102.00	\$ 93.00	\$ 87.00	\$ 81.00	\$ 72.00	\$ 66.00	38%
600%	87,781 - 95,760	\$ 123.00	\$ 114.00	\$ 108.00	\$ 102.00	\$ 93.00	\$ 87.00	\$ 81.00	\$ 72.00	41%
650%	95,761 - 103,740	\$ 135.00	\$ 123.00	\$ 114.00	\$ 108.00	\$ 102.00	\$ 93.00	\$ 87.00	\$ 81.00	45%
700%	103,741 - 111,720	\$ 150.00	\$ 135.00	\$ 123.00	\$ 114.00	\$ 108.00	\$ 102.00	\$ 93.00	\$ 87.00	50%
750%	111,721 - 119,700	\$ 168.00	\$ 150.00	\$ 135.00	\$ 123.00	\$ 114.00	\$ 108.00	\$ 102.00	\$ 93.00	56%
800%	119,701 - 127,680	\$ 186.00	\$ 168.00	\$ 150.00	\$ 135.00	\$ 123.00	\$ 114.00	\$ 108.00	\$ 102.00	62%
900%	127,681 - 143,640	\$ 207.00	\$ 186.00	\$ 168.00	\$ 150.00	\$ 135.00	\$ 123.00	\$ 114.00	\$ 108.00	69%
1000%	143,641 - 159,600	\$ 225.00	\$ 207.00	\$ 186.00	\$ 168.00	\$ 150.00	\$ 135.00	\$ 123.00	\$ 114.00	75%
1100%	159,601 - 175,560	\$ 243.00	\$ 225.00	\$ 207.00	\$ 186.00	\$ 168.00	\$ 150.00	\$ 135.00	\$ 123.00	81%
1200%	175,561 - 191,520	\$ 252.00	\$ 243.00	\$ 225.00	\$ 207.00	\$ 186.00	\$ 168.00	\$ 150.00	\$ 135.00	84%
1300%	191,521 - 207,480	\$ 261.00	\$ 252.00	\$ 243.00	\$ 225.00	\$ 207.00	\$ 186.00	\$ 168.00	\$ 150.00	87%
1400%	207,481 - 223,440	\$ 282.00	\$ 261.00	\$ 252.00	\$ 243.00	\$ 225.00	\$ 207.00	\$ 186.00	\$ 168.00	94%
1600%	223,441 - 255,360	\$ 291.00	\$ 282.00	\$ 261.00	\$ 252.00	\$ 243.00	\$ 225.00	\$ 207.00	\$ 186.00	97%
1800%	255,361 - 287,280	\$ 300.00	\$ 291.00	\$ 282.00	\$ 261.00	\$ 252.00	\$ 243.00	\$ 225.00	\$ 207.00	100%

Southwest Counseling Service sliding fee scale is consistent with the guidelines as defined by the Health Resources and Services Administration for Contractors participating in the National Health Service Corps as well as in compliance with the Behavioral Health Division Sliding Fee Scale guidelines. All fees are based upon gross annual income and household size per Federal Poverty Guideline levels. The sliding fee is not applied to agencies, organizations and third party payers; it will be applied only to the client's payment responsibility.

**SCS Adolescent Intensive Group Services Sliding Fee Scale  
Effective May 1, 2026**

Annual Income	Fee	Percent of Fee
\$ - - \$ 10,150	\$2.50	3%
10,150 - 20,300	2.50	3%
20,301 - 30,450	2.50	3%
30,451 - 40,600	2.50	3%
40,601 - 50,750	2.50	3%
50,751 - 60,900	3.00	4%
60,901 - 71,050	4.00	5%
71,051 - 81,200	5.00	7%
81,201 - 91,350	6.00	8%
91,351 - 101,500	7.00	9%
101,501 - 111,650	8.00	11%
111,651 - 121,800	9.00	12%
121,801 - 131,999	10.00	13%
132,000 - 142,150	15.00	20%
142,151 - 152,300	20.00	27%
152,301 - 162,450	25.00	33%
162,451 - 172,600	30.00	40%
172,601 - 182,750	35.00	47%
182,751 - 192,900	40.00	53%
192,901 - 203,050	45.00	60%
203,051 - 213,200	50.00	67%
213,201 - 223,350	60.00	80%
223,351 - 233,500	70.00	93%
233,501 - 243,650+	75.00	100%

*Southwest Counseling Service sliding fee scale is consistent with the guidelines as defined by the Health Resources and Services Administration for Contractors participating in the National Health Service Corps as well as in compliance with the Behavioral Health Division Sliding Fee Scale guidelines. All fees are based upon gross annual income and household size per Federal Poverty Guideline levels. The sliding fee is not applied to agencies, organizations and third party payers; it will be applied only to the client's payment responsibility.*

**SCS SA Residential Sliding Fee Scale  
Effective May 1, 2026**

TC/WAP/Crisis/Detox Per Diem			
Annual Income	Daily Fee	Percentage	Average Monthly Fee
\$ - - \$ 21,999	\$10.00	5.714%	\$304
22,000 - 26,999	11.00	6.286%	\$335
27,000 - 31,999	12.00	6.857%	\$365
32,000 - 37,999	16.00	9.143%	\$487
38,000 - 44,999	20.00	11.429%	\$608
45,000 - 51,999	25.00	14.286%	\$760
52,000 - 58,999	30.00	17.143%	\$913
59,000 - 65,999	35.00	20.000%	\$1,065
66,000 - 72,999	40.00	22.857%	\$1,217
73,000 - 79,999	45.00	25.714%	\$1,369
80,000 - 86,999	50.00	28.571%	\$1,521
87,000 - 92,999	55.00	31.429%	\$1,673
93,000 - 98,999	62.00	35.429%	\$1,886
99,000 - 104,999	70.00	40.000%	\$2,129
105,000 - 110,999	80.00	45.714%	\$2,433
111,000 - 116,999	90.00	51.429%	\$2,738
117,000 - 122,999	100.00	57.143%	\$3,042
123,000 - 128,999	110.00	62.857%	\$3,346
129,000 - 139,999	120.00	68.571%	\$3,650
140,000 - 151,999	135.00	77.143%	\$4,106
152,000 - 163,999	155.00	88.571%	\$4,715
164,000 - 175,999	175.00	100.000%	\$5,323

**Sober Living Per Diem**

Annual Income	Daily Fee	Monthly Fee
\$ - - 14,999	\$7.00	\$210-\$217
15,000 - 17,999	8.00	\$240-\$248
18,000 - 19,999	9.00	\$270-\$279
20,000 - 20,001+	10.00	\$300-\$310

*Southwest Counseling Service sliding fee scale is consistent with the guidelines as defined by the Health Resources and Services Administration for Contractors participating in the National Health Service Corps as well as in compliance with the Behavioral Health Division Sliding Fee Scale guidelines. All fees are based upon gross annual income and household size per Federal Poverty Guideline levels. The sliding fee is not applied to agencies, organizations and third party payers; it will be applied only to the client's payment responsibility.*

**SCS MH Residential Sliding Fee Scale  
Effective May 1, 2026**

**Mental Health Group Homes**

Annual Income	Daily Fee	Percentage	Monthly Fee
\$ - - \$ 1,200	\$2.00	11%	\$60.00
1,201 - 1,500	3.00	17%	90.00
1,501 - 1,800	4.00	22%	120.00
1,801 - 2,100	5.00	28%	150.00
2,101 - 2,700	6.00	33%	180.00
2,701 - 3,900	7.00	39%	210.00
3,901 - 4,500	10.00	56%	300.00
4,501 - 6,000	12.00	67%	360.00
6,001 - 8,000	14.00	78%	420.00
8,001 - 10,500	16.00	89%	480.00
10,501 - 10,502+	18.00	100%	540.00

**SIP Apartments**

Annual Income	Daily Fee	Monthly Fee
\$ - - \$ 14,999	\$7.00	\$210-\$217
15,000 - 17,999	8.00	\$240-\$248
18,000 - 19,999	9.00	\$270-\$279
20,000 - 20,001 +	10.00	\$300-\$310

*Southwest Counseling Service sliding fee scale is consistent with the guidelines as defined by the Health Resources and Services Administration for Contractors participating in the National Health Service Corps as well as in compliance with the Behavioral Health Division Sliding Fee Scale guidelines. All fees are based upon gross annual income and household size per Federal Poverty Guideline levels. The sliding fee is not applied to agencies, organizations and third party payers; it will be applied only to the client's payment responsibility.*



# Quote Confirmation

Richard Brickner,

Thanks for choosing CDW. Review the details of Quote # 6B077LD and complete your purchase.

This proposal is subject to final CDW credit approval. Payment terms and conditions will be finalized in connection with such credit approval.

**COMPLETE PURCHASE**

Quote #	Created	Account #	PO#
6B077LD	04/06/2026	6506547	20260406

**Account Manager Notes**

## Product Details

LINE	ITEM	PRICE	QTY	ITEM TOTAL
1	<a href="#">SYM EP PROT SUB LIC+SUP 100-499 1Y</a> MFG # SEP-SUB-100-499 CDW # 6188566  Contract: MARKET	\$45.00	190	<b>\$8,550.00</b>
Subtotal				\$8,550.00
Shipping				\$0.00
Contract Fee				\$0.00
Recycle Fee				\$0.00
<b>Product Total</b>				<b>\$8,550.00</b>

## Delivery Details

**Delivery Address**

SOUTHWEST COUNSELING SERVICE,  
ACCTS PAYABLE  
2300 FOOTHILL BLVD , ROCK SPRINGS, WY  
82901-5610

**Delivery Method**

Electronic Drop Ship

## Billing Details

**Billing Address**

ACCTS PAYABLE  
2300 FOOTHILL BLVD  
ROCK SPRINGS, WY 82901-5610  
US

**Payment Terms**

Net 30 Days-Healthcare

**Please remit payment to**

CDW Government LLC  
75 Remittance Dr Ste 1515  
Chicago, IL 60675-1515

**Need Help? Contact Your Account Manager**

JD Roberts  
[jamrobe@cdwg.com](mailto:jamrobe@cdwg.com)

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## Terms and Conditions

This order is subject to CDW's Terms and Conditions of Sales and Service Projects found [here](#).

**Symantec Terms of Service - English USA**

Your purchase and use of the Symantec by Broadcom offerings contained in this order is subject to (a) the standard end user agreement at <https://www.broadcom.com/company/legal/licensing>, (b) the Specific Program Documentation (the "SPD"), and/or SaaS Listing applicable to the Subscription(s) and Maintenance located at <https://www.broadcom.com/licensing> and (c) the additional terms within this order (collectively, the "End User Terms"). Any terms that may appear on your purchase order that vary from or purport to add to the End User Terms (including, without limitation, pre-printed terms) are deemed not appended, inapplicable and void.

# Southwest Counseling Service - Veeam Renewal



**VLCM Sales Rep:**  
Braxton Byrge  
bbyrge@vlcm.com

**Quote Contact:**  
Richard Brickner

**Quote ID:**  
Q-108786

**Quote Expiration Date**  
May 16, 2026

**Ship To Address:**  
2300 Foothill Boulevard, Rock Springs, WY 82901



**Pricing Detail**

Term Dates: 5/30/2026 - 5/29/2027				
Description	Partner Part #	QTY	Price	Price Ext
VEEAM DATA CLOUD FOR MICROSOFT 365 FOUNDATION	VDC-M365-FDN	150	\$31.43	\$4,714.50
Notes:				
<b>Total Cost:</b>				\$4,714.50

**Total Cost:**\$4,714.50

**Acceptance**

**Client: Southwest Counseling Service**  
**Client Signature:**

**VLCM**  
**Provider Signature:**

**Name:** Richard Brickner  
**Title:** IT Administrator  
**Date:**

**Name:** Braxton Byrge  
**Title:** Account Manager  
**Date:**

**Customer Acknowledgment and Agreement**

The purchase and use of goods, services, or other offerings are subject to applicable terms and conditions, including the vendor's privacy policies and usage agreements. These documents may vary by vendor and product type. Customers can request copies of the relevant terms and policies from the VLCM Sales Team at any time. Prices exclude sales tax. Any tax shown is an estimate, and the Customer is solely responsible for all applicable sales, use, or similar taxes.

This proposal is also subject to acceptance of VLCM's standard terms and conditions, which are available for review at [www.vlcm.com/terms](http://www.vlcm.com/terms) unless customer and seller have signed a separate agreement, in which case the separate agreement will govern. VLCM may charge a convenience fee for credit card transactions unless restricted as part of a separate agreement.

**Pricing Disclaimer:** Memory and SSD pricing is currently volatile industry-wide and subject to change without notice. Pricing is not guaranteed until the order is confirmed with the manufacturer. As always, we will pursue the best available pricing and communicate any



changes as soon as they arise.

Southwest Counseling Service  
Southwest Counseling Service - Veeam Renewal  
Quote ID: Q-108786  
Created Date: Apr 16, 2026

## Policy Absenteeism Policy

Policy Number	
Origin Date	
Revision Dates	
Reviewed Dates	
Approval Authority	Board of Directors

**Purpose:** Consistent staffing is essential to ensure client safety, regulatory compliance, therapeutic continuity, and quality of care. The purpose of this policy is to establish clear expectations regarding attendance and outline procedures for reporting absences.

**Scope:** This policy applies to all employees of SCS, including full-time, part-time, temporary, and per diem staff, regardless of position or department.

**Definition:** Absenteeism refers to the frequent or habitual absence from work, typically without valid reason or beyond what is considered acceptable under an organization's attendance policy.

## Policy:

### Attendance Expectations and Standards

Maintaining consistent attendance is essential to ensuring quality client care, safety, and compliance with staffing requirements. Many positions directly affect client supervision, medication administration, crisis response, and regulatory staffing ratios; therefore, unscheduled absences may create significant operational and safety concerns.

Employees are expected to:

- Report to work on time and as scheduled
- Maintain reliable and consistent attendance
- Avoid scheduling personal appointments during work hours when reasonably possible
- Follow all call-in and reporting procedures.

### Reporting an Absence

If an employee is unable to report to work, the following procedures must be followed:

- The employee must personally notify their direct supervisor at least two (2) hours before the start of their shift, unless an emergency prevents timely notice.
- Notification must be made by phone call or text message, unless otherwise approved.
- Failure to follow these procedures may result in the absence being classified as unexcused.

### **Excused Absences and Documentation**

Excused absences include:

- Approved Annual Leave
- Sick Leave
- Bereavement Leave
- Jury Duty
- Approved medical leave
- Protected leave under applicable federal or state law (e.g., FMLA)

Medical documentation may be required:

- After three (3) consecutive workdays of absence
- When a return-to-work clearance is necessary to ensure client safety.

### **Unexcused Absences**

Absences may be considered unexcused under the following circumstances:

- Failure to report to work without notifying a supervisor (“no call, no show”)
- Notification provided after the required notice period
- Taking time off without required prior approval
- Failure to provide required documentation
- Using leave for reasons not covered under company policy
- Leaving a shift early or arriving significantly late without permission
- Excessive absences outside of approved leave, even if properly reported

### **No Call/No Show**

Failure to report to work and failure to notify a supervisor will result in the following:

- One (1) occurrence: May result in immediate corrective action.
- Three (3) consecutive occurrences: Will be considered job abandonment and may result in termination.

## Excessive Absenteeism and Corrective Action

Patterns of absenteeism that negatively affect client care, team operations, or regulatory compliance may result in corrective action.

Examples include:

- Frequent unscheduled call-ins
- Patterns of absences around weekends or holidays
- Repeated absences affecting client scheduling or treatment plans
- Failure to meet documentation standards due to absences

Corrective action may include:

1. Verbal warning
2. Written warning
3. Final warning
4. Termination

The organization reserves the right to accelerate corrective action when client safety or regulatory compliance is at risk.

Employees who falsify the reason for an absence may be subject to disciplinary action, up to and including termination. Compensation for the absence will be discontinued upon verification of falsification.

## Links to other policies:

\\scsrv1\Information\Personnel Policies

\\scsrv1\Information\Operations Policies and Procedures\Operations Policies

## References:

Personnel Policy 3.2 Leave Time

Operations Policy 3.3.6 Request for Leave Time

## Approved by:

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Board Chair

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Date

## Policy Hiring Authorization and Position Control Policy

Policy Number	
Origin Date	
Revision Dates	
Reviewed Dates	
Approval Authority	Board of Directors

**Purpose:** The purpose of this policy is to provide a clear, consistent, and legally compliant framework for filling vacant positions and creating new positions when proven there is a critical hiring need. This policy applies to all hiring decisions, ensuring that staffing aligns with the Agency’s budget, operational needs, and strategic priorities. It also ensures compliance with federal and state employment laws, including equal employment opportunity (EEO), non-discrimination, ADA accommodations, and non-retaliation protections.

**Scope:** This policy applies to all full time, part time, temporary, and contract employees, across the Agency. It covers all vacancies, backfills, and requests for new positions.

### Definitions:

- **Vacancy:** Any approved budgeted position that becomes unfilled due to resignation, termination, or other separation.
- **New Position:** Any position that has not previously been approved or included in the Agency’s staffing plan or budget.
- **Critical Hiring Need:** A position essential to maintaining operations, compliance, safety, or continuity of services.
- **Hiring Freeze:** A temporary suspension of hiring activities due to financial, operational, or strategic considerations.
- **Authority:** Refers to systemic process for filling vacancies or adding new positions.

### Policy:

#### General Authority

The Executive Director and Board are responsible for reviewing and approving requests to fill vacancies or create new positions, in accordance with this policy.

## **Board Oversight**

The Board of Directors retains authority over:

- Approval of the annual staffing plan and personnel budget
  - Creation of new positions outside the approved budget
  - Implementation of hiring freezes, workforce reductions, or other staffing limitations
- Board decisions are limited to defined circumstances, including budget constraints, programmatic changes, or loss of funding. Broad or vague authority is not permitted.

## **Filling Vacant Positions**

All vacancies must be reviewed and approved before recruitment begins. This is approved by the Board. Approval decisions will consider program needs, budget availability, and organizational priorities.

## **Creation of New Positions**

Requests to create a new position require:

- Justification of business need and operational impact
- Identification of funding source
- Review by Human Resources and Finance
- Board approval is required for positions not included in the approved budget

## **Hiring Restrictions and Freeze**

During periods of financial uncertainty, revenue shortfalls, or organizational restructuring, the Board may implement a hiring freeze. Any exceptions must be documented and approved by the Board.

## **Compliance with Employment Laws**

All hiring actions must comply with applicable laws and Agency policies, including:

- **Equal Employment Opportunity (EEO):** No discrimination based on race, color, religion, sex, national origin, age, disability, genetic information, or other protected characteristics.
- **Americans with Disabilities Act (ADA):** Reasonable accommodations must be considered and provided for qualified individuals with disabilities.
- **Non-Discrimination and Anti-Harassment:** All applicants and employees must be treated fairly and equitably.
- **Non-Retaliation:** No adverse action may be taken against individuals for exercising their rights under employment law or reporting concerns.

# Procedure:

## 1. Request to Fill a Vacancy

- Department Supervisors submit a request to Human Resources with justification and operational impact.
- Human Resources reviews requests for completeness, classification, budget alignment, legal compliance, and completes the Request To Restaff Summary Sheet.
- The Executive Director reviews and approves the request and meets with the Board for required approval.

## 2. Request to Create a New Position

- Department Supervisors submit detailed justification including business need, funding source, and operational impact.
- Human Resources and Finance review the request for compliance and fiscal impact.
- The Executive Director recommends action; Board approval is required for positions outside the approved budget.

## 3. Board Review

- Requests requiring Board approval are submitted to the appropriate Board committee for review and recommendation.
- Final approval rests with the Board of Directors.

## 4. Recruitment Process

- Upon approval, Human Resources manages recruitment in collaboration with the department.
- All recruitment activities follow Agency procedures and comply with employment laws.

## 5. Timelines

- Human Resources will review requests within a defined timeframe to ensure timely decision-making.
- Expedited review may be requested for critical or urgent positions.

## 6. Exceptions and Emergency Hires

- The Executive Director may request expedited hiring for urgent or critical roles, subject to Board review.
- Any hire outside the approved process is prohibited and must be documented and reported to the Board.

### **Enforcement:**

Noncompliance with this policy is prohibited. Violations may result in administrative review or corrective action. All hiring decisions must be consistent, defensible, and in full compliance with applicable employment laws.

### **Links to other policies:**

\\scsrv1\Information\Personnel Policies

\\scsrv1\Information\Operations Policies and Procedures\Operations Policies

**Links to Form:** Request to Restaff

### **Approved by:**

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Board Chair

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Date

April 1, 2026

Dr. Barbara Sowada and SCS Board Members;

Thank you for your feedback regarding the retrospective review. Per your request, I have prepared an updated, more robust, and at-a-glance summary of the four-month retrospective review.

The review reflects all Title 25 emergency department encounters from November 1, 2025 through February 28, 2026, totaling 92 charts. This included each initial encounter as well as follow-up documentation for individuals detained beyond the initial visit. Both the SCS electronic health record and Memorial Hospital EHR were reviewed and compared for accuracy and to ensure time stamps of notes in the hospital's system.

As requested by the Board, the review specifically addresses the following areas:

1. Documentation of a mental health status exam, assessment, and consultation for each visit
2. Documentation of mental health counseling for clients detained more than three days
3. Timeliness of documentation within the hospital's EHR

To support alignment with Board expectations, the summary includes total counts, compliance rates, and key observations across these areas, as well as additional analysis of Title 25 utilization, length of stay, and legal progression.

All chart reviews were conducted by a single reviewer to ensure consistency in evaluation and application of audit criteria.

This report reflects all requested elements of the retrospective review. We look forward to presenting these findings at the April Board meeting.

Thank you,

Michal

# Four-Month Retrospective Review: Title 25 Activity

November 1, 2025 – February 28, 2026

A total of **92 emergency department encounters** were reviewed during the specified time frame. Both the Southwest Counseling Service (SCS) electronic health record and Memorial Hospital of Sweetwater County (MHSC) electronic health record were reviewed and compared for accuracy and to ensure time stamps of notes in the hospital's system.

All chart reviews were conducted by a single reviewer, ensuring consistent application of audit criteria and supporting the reliability of the findings.

## 1. Documentation of Assessment, Consultation, and Mental Status Exam

- Total charts reviewed: **92**
- Assessment/Consultation completed: **92 / 92 (100%)**
- Mental Status Exam documented: **91 / 92 (98.9%)**

### Interpretation:

Documentation of assessments and consultations was completed consistently across all encounters. One encounter did not include a mental status exam; however, this individual presented for informational purposes only and was not evaluated for suicidal or homicidal ideation, which contextualizes the omission.

*Note:* For purposes of this review, “assessment” and “consultation” are considered a single, integrated clinical service. When SCS responds to a physician request in the emergency department, the encounter includes both consultation and assessment components and is documented as one comprehensive note, including presenting problem, history, mental status exam, and recommendations.

## 2. Counseling for Clients Detained >3 Days

- Total clients placed on Title 25 hold: **29**
- Clients detained >3 days: **2 (6.9%)**
- Counseling documented: **2 / 2 (100%)**

**Interpretation:**

All clients detained beyond three days received daily contact and crisis counseling. Documentation reflects ongoing assessment of safety (SI/HI), discharge planning, and coordination with hospital staff, family members, and external treatment providers.

### 3. Timeliness of Documentation (Hospital EHR)

- Total charts reviewed: **92**
- Documentation completed within **2 hours: 88 / 92 (95.7%)**
- Not within required timeframe: **4 / 92 (4.3%)**

**Interpretation:**

Timeliness expectations within the hospital EHR were met in the majority of cases. A small number of notes fell outside the required 2-hour timeframe, representing a limited opportunity for improvement.

*Note:* Timeliness of documentation within the SCS EMR was not included in this analysis, as this is not a hospital requirement and current workflows are not structured to support a strict 4-hour entry window for emergency department encounters.

### 4. Title 25 Utilization & Length of Stay Analysis

- Total Title 25 holds: **29**

**Length of Stay**

- 1 day: **11 clients**
- 2 days: **11 clients**
- 3 days: **5 clients**
- 4 days: **1 client**
- 14 days: **1 client**
- Shortest stay: **1 day**
- Longest stay: **13 days**
- Average stay: **2.2 days**

**More Than 3 Days**

- **2 clients (6.9%)**

**Legal Process**

- Initial hearing: **1 client**
- Final disposition: **1 client**

*Note:* The initial hearing and final disposition reflect the same individual.



## **Southwest Counseling – Public Relations Report**

**Prepared by:** Serena Schwartz Public Relations Specialist

**Purpose:** Highlight community engagement, reputation management, and outreach impact

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### **Executive Summary**

Since stepping into the Public Relations role, my focus has been on strengthening Southwest Counseling’s visibility, rebuilding community trust, and helping people better understand the full scope of services we offer. Through direct community engagement, intentional messaging, and responsive communication, these efforts have contributed to increased referrals, renewed client interest, and stronger partnerships across Sweetwater County.

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### **Community Presence & Relationship Building**

A primary focus of this role has been establishing Southwest Counseling as an active, approachable, and trusted presence in the community.

Through involvement with the Chamber of Commerce, local organizations, and community events,

I’ve been able to build meaningful connections with:

- Local business leaders
- The YWCA and YWCA Women’s Victim’s Advocacy Group
- Department of Family Services (DFS)
- Veterans’ services, food bank, and soup kitchen
- Retirement communities
- Job seekers and employers through job fairs

These interactions have created ongoing opportunities to share information about our services—many of which people were not previously aware of. In many cases, simply having these conversations has helped shift understanding of what Southwest Counseling offers and who we serve.

One interaction that stands out was with a community member who shared that accessing services through Southwest Counseling “saved her life.” She has since become a leader in the community, which speaks to the long-term impact of accessible behavioral health care and the importance of staying connected to those we serve.

In addition to in-person outreach, efforts have also focused on increasing accessibility and visibility throughout the community. This includes distributing materials across local businesses, including Spanish-language brochures and flyers in Spanish-speaking establishments to better reach underserved populations.

We have also made a point to highlight and collaborate with other community resources, such as the Family Resource Center and Sweetwater Literacy Center, helping position Southwest Counseling as both a service provider and a supportive community partner.

Looking ahead, we continue to expand our presence through upcoming opportunities, including participation in a community health fair at the high school and a scheduled presentation with our local YWCA Victims Advocacy Center.

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### **Reputation Management & Community Trust**

A challenge that surfaced early on was negative feedback being shared in local online community groups. To address this, we've taken a more active and responsive approach:

- Established a Southwest Counseling presence by joining the online groups where there has been negative feedback
- We will respond directly and compassionately to concerns
- Encourage individuals to connect with us privately to resolve issues
- Connect concerns to leadership for direct follow-up

This approach helps ensure that people feel heard, concerns are addressed appropriately, and we are showing up in a way that reflects our values as an organization.

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### **Re-Engagement & Access to Care**

One of the most meaningful parts of this role has been reconnecting with individuals who previously had negative experiences or faced barriers to care. Through everyday conversations in the community:

- Over 50 individuals have been personally encouraged to reconsider services
- Common barriers identified include:
  - Cost or lack of insurance
  - Prior negative experiences
  - Limited understanding of available programs

By introducing the **Behavioral Health Redesign Program**, many individuals learned that services may be available at little to no cost, helping remove a major barrier.

These conversations have led to:

- Renewed willingness to seek services
- Multiple referrals and re-engagement opportunities

While these are often small, one-on-one interactions, they continue to build trust and create a ripple effect throughout the community.

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### **Program Awareness & Education**

Another consistent theme has been a general lack of awareness around the full scope of services we provide.

Community education efforts have focused on highlighting:

- Residential treatment for substance use and mental health
- Psychosocial rehabilitation (Bridges program) with case management
- Women & Children’s Program, allowing mothers to remain with their children
- Youth & Adolescent services, including support for diagnoses such as ADHD and autism
- School-based services and upcoming youth programming

These conversations often shift perception, as people begin to understand the depth of services available locally. Sharing outcomes, such as a **61% program completion rate (as of end of 2025)**, has also helped reinforce the effectiveness of our programs.

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### **Content Strategy & Public Messaging**

We’ve worked to build a more consistent and visible presence across multiple platforms to normalize behavioral health care and increase awareness.

Key efforts include:

- Social media across Facebook, Instagram, and TikTok
- Monthly awareness campaigns (Alcohol Awareness Month, Mental Health Awareness Month, etc.)
- “Meet the Clinician” features
- Staff recognition and storytelling
- Video content and team-based skits to increase engagement

Our messaging focuses on reducing stigma, reframing mental health challenges, and encouraging people to seek support. Both staff and community members have shared that they are seeing our content regularly, which is a strong indicator that our messaging is reaching the intended audience.

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## **Internal Support & Collaboration**

This role has also supported internal teams by helping highlight the work being done across the organization and ensuring consistency in messaging and materials.

This includes:

- Promoting clinician visibility and recognition
- Highlighting programs such as the WAP House
- Collaborating with Youth & Adolescent Services on outreach efforts
- Developing brochures and materials for community distribution
- Assisting with branding and internal document creation

I am also part of the Access to Care Team, working to address feedback—particularly around the intake process—and identify opportunities for improvement.

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## **Community Outreach & Events**

Southwest Counseling continues to maintain an active presence in the community by:

- Attending job fairs and community events
- Providing mental health education (e.g., youth baseball team presentation on depression awareness)
- Preparing for upcoming events such as the local health fair at the high school

We aim to attend events whenever possible and continue seeking opportunities to connect with the community.

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## **Strategic Contributions**

Additional contributions include:

- Supporting the Community Needs Assessment
  - Using insights from that work to inform messaging and address misconceptions
  - Aligning outreach efforts with identified community needs
-

## Conclusion

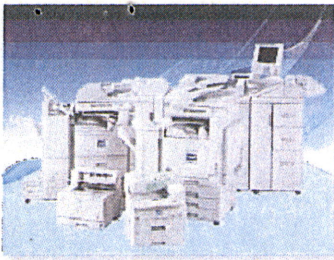
Public Relations at Southwest Counseling goes beyond marketing—it's about building trust, increasing access, and strengthening relationships within the community.

Through consistent presence, responsive communication, and intentional messaging:

- Awareness continues to grow
- Barriers to care are being addressed
- Individuals are being reconnected to services
- Community partnerships are strengthening

At its core, this role is about connection and access. If even one person decides to seek help because of a conversation, a post, or a community interaction, that impact matters—and it's something we will continue to build on every day.

DRAFT



# Copier & Supply Company, Inc.

432 South Main Street, Rock Springs, WY 82901

Phone: 307-362-6530 Fax: 307-362-6533

Toll Free: 800-442-9699

# SALES QUOTE

Sales Quote No: SQ10796

Date: 4/3/26

Account No: SOUCO

**Bill To:** SouthWest Counseling  
 Attn: or 307-872-3205  
 2300 Foothill Blvd.  
 Rock Springs, Wy 82901

**Ship To:** SouthWest Counseling  
 Attn: or 307-872-3205  
 2300 Foothill Blvd.  
 Rock Springs, Wy 82901

Sales Person	P.O. Number	Ship Method	Payment Terms	Quote Expires On
Bryan J. Mathis		Deliver	Net In 30 Days From Invoice	5/3/26

**Notes**

IM C3000 DEMO - PRICING INCLUDES VALUED CUSTOMER DISCOUNT AND ALL TRADE INS

Leasing Options thru Copier & Supply:  
 5 year FMV Lease - \$245.40/mo Init. \_\_\_\_\_

MAINTENANCE AGREEMENT  
 Maintenance Agreement thru Copier & Supply: Includes all Service, Parts, Labor & Toner  
 \$80.00/mo includes:  
 5,000 BW allowance overages billed @ .0085 Init. \_\_\_\_\_  
 Color usage billed monthly @ .06

SIGNATURE. \_\_\_\_\_ DATE \_\_\_\_\_

Item No	Description	Quantity	UM	Price	Disc	Amount
418292	Savin IM C3000 - DEMO	1.00	EACH	\$22,929.07	0.50	\$11,464.54
TBF15C-1121TN	Copier Guardian TBF15C1121TN Surge Protector	1.00	EACH	\$250.00	0.00	\$250.00
AR DATA TOOL	AR DATA TOOL - PRINTANISTA - INCLUDED	1.00	EACH	\$0.00	0.00	\$0.00
842251	Print Cartridge Black IM C3500 / 1 - 520g. Cartridge415009 - INCLUDED IF MAINTENANCE AGREEMENT IS PURCHASED	1.00	EACH	\$155.38	1.00	\$0.00
842252	Print Cartridge Yellow IM C3500 / 1 - 379g. Cartridge - INCLUDED IF MAINTENANCE AGREEMENT IS PURCHASED	1.00	EACH	\$232.00	1.00	\$0.00
842253	Print Cartridge Magenta IM C3500 / 1 - 395g. Cartridge - INCLUDED IF MAINTENANCE AGREEMENT IS PURCHASED	1.00	EACH	\$232.00	1.00	\$0.00
842254	Print Cartridge Cyan IM C3500 / 1 - 350g. Cartridge - INCLUDED IF MAINTENANCE AGREEMENT IS PURCHASED	1.00	EACH	\$232.00	1.00	\$0.00

<b>Subtotal</b>	\$11,714.54
<b>Discount</b>	\$0.00
<b>Freight</b>	\$0.00
<b>Sales Tax</b>	\$0.00
<b>Sales Order Total</b>	\$11,714.54

**QUOTE**  
**Southwest Counseling - Assessment Engine**

<p>By and Between  <b>Netsmart Technologies, Inc.</b>           11100 Nall Avenue          Overland Park, KS 66211          (“Netsmart”)</p>	<p>And  <b>Southwest Counseling Services</b>  <b>Client Account Number: 0004251</b>          2300 Foothill Blvd          Rock Springs, WY 82901-5610          (“Client”)</p>
<p><b>Attention:</b> Jake Anderson, Client Sales Representative           Telephone No: 913-348-4529          janderson2@ntst.com          Legal notices to be sent to:          Contracts_Notice@ntst.com</p>	<p><b>Attention:</b> Corina Lee, Avatar Specialist           Telephone No: 373526677          cleee@swcounseling.org           Legal notices to be sent to (if different):</p>

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

**Client**

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(SIGNATURE)

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(PRINTED NAME)

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**TITLE**

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**DATE**

**Schedule 1 – Scope of Use, Fees and Payment Terms**

<b>ONE-TIME CHARGES</b>				
<b>Product</b>	<b>Pay Term</b>	<b>Qty</b>	<b>Unit</b>	<b>Fees</b>
Professional Services - Avatar	Services	1	Fixed Fee	\$3,000.00
			<b>Sub-Total</b>	<b>\$3,000.00</b>

**Payment Terms:**

All payment for the products and/or services included on this quote will be due according to the following payment schedule and terms. All recurring fees are subject to the annual increase set forth in the Agreement.

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

**SCOPE OF WORK (“SOW”)**

**Netsmart Technologies, Inc. and CLIENT**

**1. Purpose**

The purpose for this statement of work is to outline the requirements and deliverables for the implementation. The scope is based on the latest generally available software release, project timeline, and use of Plexus Foundations implementation methodology, Plexus Home content and recommendations. The details of the scope of services are included below.

**2. Project Duration**

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

**3. Scope of Services**

<b>Assessment Engine</b>	<b>Scope of Services</b>
<b>Key Features</b>	Assessments included in Assessment Engine are listed below: <ul style="list-style-type: none"> <li>• DLA20 ID/IDD</li> <li>• DLA20 Alcohol and Drug</li> <li>• DLA20 Youth Mental Health</li> <li>• DLA20 Adult Mental Health</li> </ul>
<b>Configuration</b>	Netsmart will configure one (1) Non-Production environment and one (1) Production environment to receive assessments back into database tables
<b>Training</b>	Netsmart will provide one joint Super User and Admin training, up to one (1) hour, for up to 15 users.  Client must attend DLA20 training from MTM prior to functional use of DLA20 in LIVE
<b>Testing</b>	Netsmart will support client’s testing of Assessment Engine over the course of one (1) week
<b>Go-Live Support</b>	Go-Live is defined as first functional use of Assessment Engine in LIVE. Netsmart will provide Go-Live Support for up to one (1) week post Go-Live.

#### 4. Assumptions

- Netsmart will devote sufficient resources and timely communication to the project in order to assure its reasonable success.
- Professional services quotes do not include travel, living and travel time expenses, as all services will be delivered remotely, unless otherwise approved.
- Cancellation of events must be given two weeks prior to scheduled activities onsite, otherwise the Client will still be charged for travel that has been booked.
- Client will provide sufficient resources and timely communication to the project in order to assure its reasonable success. A training room will be available for the training sessions with working equipment and appropriate software loaded prior to the arrival of the Netsmart team if it is part of the planning and expectations for the project.
- Individuals scheduled to attend training will attend and participate in the entire session as defined by the agenda.
- Netsmart will share available recommended practices during the implementation.
  - Client will assign an individual who has authority and accountability for signing-off on project completion. This shall be a named individual.
  - Client is updated to current maintenance release at the beginning of the project.

#### 5. Location of Work & Client Responsibilities

All work by Netsmart will be conducted remotely.



## **Board Proposal: Summer Program Staffing**

### **Program Overview**

The Summer Program is scheduled to run from **June 15 through August 6**. This program is designed to provide structured support and services during the summer months.

### **Staffing Needs**

To ensure appropriate coverage, supervision, and transportation for participants, the following temporary seasonal positions are requested:

- Four teenage temporary summer hires to assist with program activities and participant support.
- One temporary summer hire, age 23 or older, to assist with the program and serve as a designated driver for the program van.

### **Compensation**

All temporary summer positions will be compensated at an hourly rate of \$14.54 per hour.

### **Rationale**

The requested staffing levels are necessary to maintain safe staff-to-participant ratios, ensure effective program delivery, and provide reliable transportation services throughout the duration of the program.

### **Request for Approval**

Approval is requested to proceed with hiring the above-listed temporary summer staff at the stated hourly rate to support the Summer Program.

<b>Southwest Counseling</b>				
<b>Request to Restaff-Cost Summary Sheet</b>				
<b>Board Meeting Date:</b>	4/28/2026			
<b>Department:</b>	Child and Adolescent			
<b>Position:</b>	Seasonal Summer Staff			
<b>Vacancy Date:</b>	N/A			
<b>Reason For Vacancy:</b>	N/A			
<b>Department Request:</b>	We are requesting to staff position.	<b>For five staff, this would be \$13,413.63 for the entire program.</b>		
<b>Anticipated Restaff Date:</b>	6/9/2026			
<b>Seasonal Summer Staff</b>				
	Previous Costs to Staff Position	Anticipated Costs to Staff Position		
<b>Job Title</b>	Seasonal Summer Staff	Seasonal Summer Staff		
<b>Full/Part Time</b>	Part-Time	Part-Time		
<b>Hire Date</b>	6/9/2026	6/9/2026		
<b>Grade</b>	29	29		<b>Net Difference</b>
<b>Total Salary</b>	\$ 2,617.20	\$ 2,617.20	\$ -	
<b>Retirement</b>	\$ -	\$ -	\$ -	
<b>Health Insurance</b>	\$ -	\$ -	\$ -	
<b>LTD</b>	\$ -	\$ -	\$ -	
<b>Worker's Comp.</b>	\$ 32.72	\$ 32.72	\$ -	
<b>Total Benefits</b>	\$ 32.72	\$ 32.72	\$ -	
<b>Total Cost of Employment</b>	\$ 2,682.63	\$ 2,682.63	\$ -	
			\$ -	
<b>TOTAL COST OF FOR ALL FIVE EMPLOYEES: \$13,413.63.</b>				



## **Board Proposal: Restaff Request – Licensed Clinician (TC Department)**

### **Overview**

The TC Department is requesting approval to restaff a **Provisional Clinician** position as a **Licensed Clinician**. This change reflects the advancement of the current employee, who has obtained licensure and will transition into the Licensed Clinician role.

### **Reason for Request**

The vacancy is the result of an internal promotion from Provisional Clinician to Licensed Clinician. This transition supports clinical quality, ensures compliance with licensure standards, and strengthens service delivery within the department.

### **Position Details**

- **Current Position:** Provisional Clinician (Full-Time, Grade 56)
- **Proposed Position:** Licensed Clinician (Full-Time, Grade 64)
- **Original Hire Date:** December 16, 2019

### **Financial Impact**

- **Current Monthly Cost:** \$9,292.99
- **Proposed Monthly Cost:** \$10,765.34
- **Monthly Increase:** \$1,472.36
- **Current Annual Cost:** \$111,515.83
- **Proposed Annual Cost:** \$129,184.14
- **Annual Increase:** \$17,668.31
- **Total Net Difference (Budget Impact):** \$17,668.31

The increase is driven by salary adjustment and associated benefit increases, with no change to health insurance costs.

### **Recommendation**

Approval is recommended to restaff the position as a Licensed Clinician to align with the employee's credentials, maintain continuity of care, and enhance clinical capacity within the TC program.

<b>Southwest Counseling</b>				
<b>Request to Restaff-Cost Summary Sheet</b>				
<b>Board Meeting Date:</b>	4/28/2026			
<b>Department:</b>	TC			
<b>Position:</b>	Provisional Clinician			
<b>Vacancy Date:</b>				
<b>Reason For Vacancy:</b>	Employee moving from a Provisional Clinician to Licensed Clinician.			
<b>Department Request:</b>				
<b>Anticipated Restaff Date:</b>				
<b>Licensed Clinician</b>				
	Previous Costs to Staff Position	Anticipated Costs to Staff Position		
<b>Job Title</b>	Provisional Clinician	Licensed Clinician		
<b>Full/Part Time</b>	Full-Time	Full Time		
<b>Hire Date</b>	12/16/2019			
<b>Grade</b>	56	64	<b>Net Difference</b>	
<b>Monthly Salary</b>	\$ 5,057.39	\$ 6,284.95	\$ 1,227.56	
<b>Retirement</b>	\$ 941.69	\$ 1,170.26	\$ 228.57	
<b>Health Insurance</b>	\$ 3,218.86	\$ 3,218.86	\$ -	
<b>LTD</b>	\$ 16.89	\$ 19.00	\$ 2.11	
<b>Worker's Comp.</b>	\$ 58.16	\$ 72.28	\$ 14.12	
<b>Total Benefits</b>	\$ 4,235.60	\$ 4,480.39	\$ 244.80	
<b>Total Monthly Cost of Employment</b>	\$ 9,292.99	\$ 10,765.34	\$ 1,472.36	
<b>Total Annual Cost of Employment</b>	\$ 111,515.83	\$ 129,184.14	\$ 17,668.30	
<b>Net Difference</b>	<b>\$17,668.30</b>			



## **Board Proposal: Prevention Specialist Compensation Adjustment**

### **Overview**

The Prevention Department is requesting approval for a compensation adjustment for two full-time Prevention Specialists. This request is intended to ensure equitable pay alignment with comparable positions and remain competitive within the current labor market.

### **Background and Justification**

According to Salary.com, the median annual salary for a Prevention Specialist in Wyoming is approximately \$51,001, with a typical range between \$49,827 (\$23.96/hour) and \$54,079 (\$26.00/hour).

Currently, both Prevention Specialists earn below market rate despite holding relevant degrees and performing duties consistent with professional-level positions. After review and discussion with members of the Personnel Committee, it is recommended to adjust both positions to **\$23.62/hour**, aligning them with the starting base wage for a degreed Case Manager.

### **Financial Impact**

#### **Position 1 (Hire Date: 1/3/2022)**

- **Current Annual Cost:** \$58,204.03
- **Proposed Annual Cost:** \$68,940.52
- **Annual Increase:** \$10,736.49

#### **Position 2 (Hire Date: 10/1/2024)**

- **Current Annual Cost:** \$54,370.07
- **Proposed Annual Cost:** \$68,940.52
- **Annual Increase:** \$14,570.45

**Total Combined Annual Increase:** \$25,306.94

All Prevention Specialist positions are **fully grant funded**, resulting in **no fiscal impact to the organization's general operating budget**.

### **Recommendation**

Approval is recommended for the proposed compensation adjustments to ensure internal equity, support employee retention, and maintain competitive positioning within the market, while remaining fiscally neutral due to grant funding.

<b>Southwest Counseling</b>				
<b>Request to Restaff-Cost Summary Sheet</b>				
<b>Board Meeting Date:</b>	4/28/2026			
<b>Department:</b>	Prevention			
<b>Position:</b>	Prevention Specialist			
<b>Vacancy Date:</b>				
<b>Reason For Vacancy:</b>				
<b>Department Request:</b>	Compensation increase request.			
<b>Anticipated Restaff Date:</b>				
<b>Prevention Specialist</b>				
	Previous Costs to Staff Position	Anticipated Costs to Staff Position		
<b>Job Title</b>	Prevention Specialist	Prevention Specialist		
<b>Full/Part Time</b>	Full Time	Full Time		
<b>Hire Date</b>	1/3/2022			
<b>Grade</b>	39	39	<b>Net Difference</b>	
<b>Monthly Salary</b>	\$ 3,456.27	\$ 4,094.13	\$ 637.86	
<b>Retirement</b>	\$ 643.56	\$ 762.33	\$ 118.77	
<b>Health Insurance</b>	\$ -	\$ -	\$ -	
<b>LTD</b>	\$ 12.00	\$ 14.00	\$ 2.00	
<b>Worker's Comp.</b>	\$ 41.48	\$ 49.13	\$ 7.65	
<b>Total Benefits</b>	\$ 697.03	\$ 825.46	\$ 128.42	
<b>Total Monthly Cost of Employment</b>	\$ 4,850.34	\$ 5,745.04	\$ 894.71	
<b>Total Annual Cost of Employment</b>	\$ 58,204.03	\$ 68,940.52	\$ 10,736.49	
<b>Net Difference</b>	<b>\$10,736.49-This position is grant funded. No fiscal change to budget.</b>			

<b>Southwest Counseling</b>				
<b>Request to Restaff-Cost Summary Sheet</b>				
<b>Board Meeting Date:</b>	4/28/2026			
<b>Department:</b>	Prevention			
<b>Position:</b>	Prevention Specialist			
<b>Vacancy Date:</b>				
<b>Reason For Vacancy:</b>				
<b>Department Request:</b>	Compensation increase request.			
<b>Anticipated Restaff Date:</b>				
	<b>Prevention Specialist</b>			
	Previous Costs to Staff Position	Anticipated Costs to Staff Position		
<b>Job Title</b>	Prevention Specialist	Prevention Specialist		
<b>Full/Part Time</b>	Full Time	Full Time		
<b>Hire Date</b>	10/1/2024			
<b>Grade</b>	39	39	<b>Net Difference</b>	
<b>Monthly Salary</b>	\$ 3,227.47	\$ 4,094.13	\$ 866.66	
<b>Retirement</b>	\$ 600.95	\$ 762.33	\$ 161.37	
<b>Health Insurance</b>	\$ -	\$ -	\$ -	
<b>LTD</b>	\$ 12.00	\$ 14.00	\$ 2.00	
<b>Worker's Comp.</b>	\$ 38.73	\$ 49.13	\$ 10.40	
<b>Total Benefits</b>	\$ 651.68	\$ 825.46	\$ 173.77	
<b>Total Monthly Cost of Employment</b>	\$ 4,530.84	\$ 5,745.04	\$ 1,214.20	
<b>Total Annual Cost of Employment</b>	\$ 54,370.07	\$ 68,940.52	\$ 14,570.45	
<b>Net Difference</b>	<b>\$14,570.45-This position is grant funded. No fiscal change to budget.</b>			

# Information Request - CU

## Sweetwater County

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# Fiscal Year 2026 - 2027 Funding Information

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**Requests are due on Friday, May 15th, 2026, by NOON**

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**Please complete all the information; uncompleted forms will be returned.  
If the question is not relevant to your organization, please put NA.**

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**Please Attach Completed Form with your Funding Request**

---

Name of Organization: Southwest Counseling Service

Address of Organization: 2300 Foothill Blvd. Rock Springs, WY 82901

Contact Person/People: Melissa Wray-Marchetti

Email address(es): mrraymar@swcounseling.org

Phone Number(s): 307-352-6677

Amount of Award (Budget Allocation) from Sweetwater County for Fiscal Year 2026: **\$ 600,000**

**Operations** Funding Request from Sweetwater County for Fiscal Year 2027: **\$ 770,238**

Percentage of increase/(decrease): **22.10%**

If your funding request has increased or decreased, please explain why:

SCS is requesting an increase to cover a 2% COLA for the SCS employees.

**Organization Financial Information**

<b>Balance Sheet as of March 31</b>	
Cash & Investments	\$540,599.46
All other assets	
<b>Total Assets</b>	\$540,599.46
<b>Total Liabilities</b>	\$0
<b>Total Equity</b>	\$540,599.46

1. How much of the Organization's Cash & Investments is for Operating? **\$ 400,500.39**
2. How much of the Organization's Cash & Investments is for Reserves? **\$ 140,099.07**

(Amounts on lines 7 and 8 should total the amount on the Cash & Investments line on the Balance Sheet)

What are the Organization’s Reserves reserved for?

The reserve funds are for emergent capital needs.

What are your organization’s projected reserves for the end of the fiscal year?

<b>Income Statement</b> (Do not include any cash carryover amounts in revenues or expenses)	FY2025 Actual	FY2026 Current Budget	FY2026 Actual YTD As of 3/31	FY2027 Budget
Sweetwater County Funding	\$683,012	\$600,000	\$530,000	\$770,238
All other revenues	\$16,406,950	\$15,689,464	\$11,465,766	\$12,867,404
<b>Total Revenues</b>	\$17,089,962	\$16,289,464	\$11,995,766	\$13,637,642
<b>Total Expenses</b>	\$17,903,895	\$16,289,464	\$12,779,486	\$13,637,642
<b>Net Income</b>	(\$813,932)	\$0	(\$783,720)	\$0

How many Days Cash on Hand does your Organization have as of 3/31? 12 Days

How many Days Cash on Hand does your Organization project as of 6/30? 20 Days

$$\text{Days Cash on Hand} = \frac{\text{Cash \& Investments (Including Reserves)}}{\text{Annual operating expenses}/365}$$

Please answer **YES** or **NO** where appropriate.

Is your organization housed in a country-owned building? **Yes**

Is the country paying for utilities for your organization? **No**

Is the country providing internet/computer services to your organization? **No**

Is the County providing maintenance, snow removal and cleaning services for your organization? **Maintenance**

Does your organization participate in the County’s Health Insurance Plan? **Yes**

If yes, are the contribution amounts paid by your organization’s employees the same as those paid by county employees? **No**

If not, please explain the differences: **SCS employees pay from 18% up to 74% higher rates the employee plan, depending on deductible.**

Is your organization currently receiving a grant sponsored by or passed through the County?

If yes, please list each grant and amount:

Grant                      Amount  
**Prevention for July 1, 2024-June 30, 2026 in the amount of \$468,807**

**Other Assistance**

Does your organization have a foundation? **No**

If yes, what is the name of the foundation? **N/A**

If yes, how much money (cash and investments) does the Foundation have?(A) \$ **N/A**

Of this amount, how much is restricted? (B) \$ **N/A**

Of this amount, how much is unrestricted? (C) \$ **N/A**

(A=B+C)

---

Does your organization participate in the WRS (Wyoming Retirement System)? **Yes**

If yes, does your organization pay the employees' portion? **Yes**

If your organization pays some of the employees' portion, but not all, please explain the split: **SCS pays 100% of the employee portion.**

---

Does your organization anticipate receiving other funding, such as, grant, foundation, government, donation, fundraiser, endowments, etc **NOT** from the County?

If yes, please list each item and amount:

<u>Other funding sources</u>	<u>Amount</u>
<b>State Grants and Contracts</b>	<b>\$11,229,063</b>
<b>Medicaid/Medicare/Insurance/EAP/Client Fees</b>	<b>\$1,540,060</b>
<b>General Contracts</b>	<b>\$231,520</b>

---

**Employees**

How much is your Director's annual salary? \$ Interim Director - **\$168,000**

How much does your Director receive in annual bonuses? **\$0**

---

Is your organization proposing any wage/salary increases this year? **Yes**

If yes, what is the overall percentage and total dollar amount of the increases?

2%

\$170,237.42

If yes, what percentage and dollar amount will come from county funding?

2%

\$170,237.42

---

Is your organization considering any bonuses or incentives this year? **No**

If yes, what is the overall percentage and total dollar amount of the increases? N/A

%

\$

If yes, what percentage and dollar amount will come from county funding?

%

\$

How much in wage/salary increases due to promotions and longevity does your organization anticipate this year? \$

---

How many full-time employees did your organization have in?

March 2022 - 113

March 2024 - 121

March 2026 - 115

Please explain any significant changes:

How many part-time employees did your organization have in:

March 2022 - 24

March 2024 - 24

March 2026 - 21

Please explain any significant changes:

# **Interim Director's Report**

**Interim Director Report**  
**April 28, 2026**

Over the past month, I have continued working closely with the management team to identify gaps and focus on key areas of staffing needs as well as grants. I have also remained actively engaged with Board Committees as we continue to move forward with reorganization efforts.

Since the last Board meeting, several important initiatives and developments have taken place:

- The Town Hall meetings were held. Productive conversations came about from these groups.
- We are making steady progress toward utilizing the Jonah facility. The facility will be utilized for the Women's TC program.

Looking ahead, Southwest Counseling Service will once again offer its Children's Therapeutic Summer Program, running from June 15 through August 6. This program provides a valuable opportunity for youth to build communication and leadership skills, strengthen coping strategies, and develop healthy social connections in a supportive environment.

I continue to collaborate with Behavioral Health Center directors and CEOs across the state, serving in the Officer position of Treasurer. We are currently navigating several changes in state-directed reporting, which will require updates to data specifications and reporting processes in the coming months.

Work continues with Mr. Drazdowski grant opportunities. The Zero Suicide Grant and the AOT grant have been submitted.

# Southwest Counseling Service Town Hall Meeting Summary

April 7-9, 2026

**Overview:** Three in-person Town Hall meetings were held across the Foothill and College Hill facilities at Southwest Counseling Service (SCS). Sessions were co-facilitated by Melissa Wray-Marchetti, Interim Director, and Aaron Ray, Development Specialist with Ethos Leadership Group (Ethos). The purpose of these meetings was to provide an overview of employee engagement and wellness survey results and provide space for employees to ask questions.

**Core Content:** Key themes from the meetings are outlined below.

## **Validation of employee feedback from survey:**

- Employees' feedback supported the findings shared in the survey. Key themes included the need to strengthen trust in leadership, improve transparency and communication, increase employees' sense of being valued beyond direct supervisors and coworkers, and enhance optimism about the agency's future. Employees also emphasized the importance of continued opportunities to provide input and clearer communication on how and why decisions are made at all levels. Appreciation for the Town Hall format as a space for dialogue was also noted by multiple employees.

## **Context for reduced employee optimism regarding SCS' future:**

- A primary driver of reduced optimism regarding SCS' future is uncertainty about the timeline for hiring a Director. Employees indicated that regular Board updates, including process status and a general timeline, would improve confidence and stability.

## **Board engagement:**

- Feedback highlighted a need for greater clarity on the Board's role and stronger communication. Employees expressed a desire for clearer rationale behind Board decisions and greater transparency in decision making.

**Ethos' Recommendation:** Town Hall feedback reinforces the ancillary recommendation made by Ethos in the Employee Engagement and Wellness Survey Report. SCS may consider developing a time-bound Transparency and Stability Plan to strengthen communication and restore confidence in the agency's direction. Key elements may include: clear communication pathways across leadership levels; consistent, visible updates on priorities and decisions (including the hiring process for the next SCS Director); structured opportunities for two-way dialogue; and a focused set of short-term priorities to reinforce stability and forward momentum.



Enriching lives through wellness, recovery, and hope

**Board of Directors  
FY26/July 1, 2025**

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

Cell: 307-371-0377  
[logank@sweetwatercountywy.gov](mailto:logank@sweetwatercountywy.gov)

Appointed: 7/1/21  
Term expires: 7/1/29

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

Cell: 307-389-7658  
[beattier@sweetwatercountywy.gov](mailto:beattier@sweetwatercountywy.gov)

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

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

Cell: 307-220-7508  
[kauppik@sweetwatercountywy.gov](mailto:kauppik@sweetwatercountywy.gov)

Appointed: 7/1/21  
Term expires: 7/1/29

**Kori Rossetti, Secretary**  
605 Meadow Drive  
Rock Springs, WY 82901

Cell: 307-389-9004  
[rossettik@sweetwatercountywy.gov](mailto:rossettik@sweetwatercountywy.gov)

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

**Margene Chew**  
800 Bridger Drive  
Green River, WY 82935

Cell: 307-871-2010  
[chewm@sweetwatercountywy.gov](mailto:chewm@sweetwatercountywy.gov)

Appointed: 1/21/25  
Term expires: 1/1/27

**Larry Demshar**  
145 Magnolia Circle  
Rock Springs, WY 82901

Cell: 309-706-2231  
[demsharl@sweetwatercountywy.gov](mailto:demsharl@sweetwatercountywy.gov)

Appointed: 4/7/26  
Term expires: 7/1/27

**Barbara Sowada**  
2632 Popo Agie Drive  
Rock Springs, WY 82901

Cell: 847-529-9503  
[sowadab@sweetwatercountywy.gov](mailto:sowadab@sweetwatercountywy.gov)

Appointed: 7/1/25  
Term expires: 7/1/29

**Commissioner Island Richards**  
(ex-officio member)  
80 W. Flaming Gorge Way  
Green River, WY 82935

Office: 307-872-3895  
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