Southwest Counseling Service

ENRICHING LIVES THROUGH WELLNESS, RECOVERY & HOPE

Board of Directors' Packet

October 28, 2026

Meeting time 6:30 p.m.

Meeting held at 333 Broadway Street
Rock Springs, WY

Southwest Counseling Service

Notice of Meeting - Tentative and Subject to Change
Agenda
October 28, 2026 at 6:30 p.m.
333 Broadway Street, Rock Springs, WY

I. **Call to Order**

II. **Declare Quorum**

III. **Approval of Agenda** - pg. 1-2
(ACTION ITEM) _____ _____ Approved/Failed

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

V. **Consent Agenda**
   a. Approval of September Meeting Minutes - pg. 3-7
   b. Treasurer's Report - pg. 8
      i. Write-Offs - pg. 9
      ii. Balance Sheet - pg. 10
      iii. Account Receivables - pg. 11
      iv. Revenues and Expenses - pg. 12-15
      v. Income and Expense by Month - pg. 16-17
      vi. Check Register - pg. 18-28
   c. Reports - pg. 29
      i. Residential Bed Utilization and Drawdown - pg. 30
      ii. Residential Referrals and Admissions - pg. 31-32
      iii. Title 25 Monthly Information - pg. 33
      iv. SCS Staff Report - pg. 34-39
      v. Open Access Intake Report - pg. 40-45

(ACTION ITEM) _____ _____ Approved/Failed

VI. **Committee Updates Section**
   a. SCS Board Committees - pg. 46
      i. Executive Oversight – Barbara Sowada, Kristy Kauppi, Kayleen Logan
      ii. Finance and Sustainability – Larry Demshar, Margene Chew, Kayleen Logan
      iii. Facilities and Technology – Kori Rossetti, Larry Demshar, Kristy Kauppi
      iv. Governance and Policies – Barbara Sowada, Raven Beatty, Kayleen Logan
      v. Health, Safety and Quality Improvement – Barbara Sowada, Kayleen Logan, Raven Beatty
      vi. Personnel/Workforce – Margene Chew, Kori Rossetti, Larry Demshar - pg. 47
      vii. Strategic Planning – Margene Chew, Kristy Kauppi, Raven Beatty

VII. Previous Business - pg. 48

a. Scope of Services to include Revenues and Expenditures - pg. 49-63
(ACTION ITEM) _____ _____ Approved/Failed

VIII. New Business - pg. 64

a. Contract for Sober Living Apartment - pg. 65-118
(ACTION ITEM) _____ _____ Approved/Failed
b. Report on Anonymous Letters to the Board of County Commissioners
c. Update on Billing from the State and Accounts Receivable
d. Board of County Commissioners Decision on a COLA
e. December 24th County Holiday - pg. 119
(ACTION ITEM) _____ _____ Approved/Failed
f. County Changes in Health Care Options
g. Policy on Marketing - pg. 120-122
h. Board Meetings for November and December 2026 - pg. 123
(ACTION ITEM) _____ _____ Approved/Failed
i. Planning for Strategic Framework and Strategic Plan, possible meeting with David Ray, Board and Leadership
j. Update on Quality Improvement Plan for CARF

IX. Clinical Director Report - pg. 124-126

X. Financial Director Report - pg. 127-128

XI. Operations Director Report - pg. 129-131

XII. Executive Director's Report - pg. 132-134

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

XIV. 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

XV. Adjournment

(ACTION ITEM) _____ _____ Approved/Failed

Board Meeting Minutes

September 23, 2026

Southwest Counseling
Board of Directors Meeting Minutes
Held September 23, 2026
At 333 Broadway Street
Rock Springs, WY

I. Call to Order at 6:34 p.m.

II. Declare Quorum

Board Members in attendance: Larry Demshar, Kristy Kauppi, Kayleen Logan, and Barbara Sowada.
Absent: Margene Chew, Raven Beattie, and Kori Rossetti.

III. Approval of Amended Agenda as amended

Kayleen asked to have item H moved below Consent Agenda

ACTION ITEM: Motion by Larry Demshar, second by Barbara Sowada **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.

A community member and member of SCS advisory board, shared their positive experience and success with SCS and expressed a desire for all clinicians to be trained in trauma-informed care.

V. Consent Agenda

a. Approval of September Meeting Minutes

b. Treasurer's Report
   i. Write-Offs
   ii. Balance Sheet
   iii. Account Receivables
   iv. Revenues and Expenses
   v. Income and Expense by Month
   vi. Amended Check Register

c. Reports
   i. Residential Bed Utilization and Drawdown
   ii. Residential Referrals and Admissions
   iii. Title 25 Monthly Information
   iv. SCS Staff Report
   v. Open Access Intake Report

(ACTION ITEM) Motion by Barbara Sowada, second by Larry Demshar **Approved**/Failed.

VI. Approval of FY 2026 Second Chance Act Family-Base SUD Treatment Program Application-Request for approval to submit the application or a federal request not to exceed $1,00,000 over a 36-month period**.**

(ACTION ITEM) Motion by Larry Demshar, second by Barbara Sowada **Approved**/Failed.

VII. Committee Updates Section

a. SCS Board Committees

i. Executive Oversight – Barbara Sowada, Kristy Kauppi, Kayleen Logan

ii. Finance and Sustainability – Larry Demshar, Margene Chew, Kayleen Logan

iii. Facilities and Technology – Kori Rossetti, Larry Demshar, Kristy Kauppi

iv. Governance and Policies – Barbara Sowada, Raven Beatty, Kayleen Logan

v. Health, Safety and Quality Improvement – Barbara Sowada, Kayleen Logan, Raven Beatty

vi. Personnel/Workforce – Margene Chew, Kori Rossetti, Larry Demshar

VIII. Previous Business

No previous business was discussed.

IX. New Business

a. Medisoft Quote - Request for approval and signature for Medisoft and UnifiMD Clinical Implementation Services. The quote total is $15,493, with a monthly fee of $699.00.

(ACTION ITEM) Motion by Barbara Sowada, second by Kristy Kauppi **Approved**/Failed.

b. WWC Amended EAP Agreement - The amendment updates the name of Western Wyoming College and the name of SCS with additional updated wording.

(ACTION ITEM) Motion by Barbara Sowada, second by Larry Demshar **Approved**/Failed.

c. ARPA 1133 Amended Agreement - Signed by Kayleen, needs ratification. This amendment decreases the original agreement by $59,705.08 for funds that were not utilized on the Washakie project.

(ACTION ITEM) Motion by Larry Demshar, second by Barbara Sowada **Approved**/Failed.

d. ARPA 1127 Amended Agreement - Signed by Kayleen, needs ratification. This amendment increases the funding by $74,883 to cover the overage on the Jonah project.

(ACTION ITEM) Motion by Larry Demshar, second by Kristy Kauppi **Approved**/Failed.

e. 2027 Health Insurance Premiums - SCS is proposing the agency absorb the 5% health insurance premiums increase. The additional agency cost is estimated at $116,258.58.

(ACTION ITEM) Motion by Kristy Kauppi, second by Larry Demshar **Approved**/Failed.

f. Annual Report Fiscal Year 2025-2026, including Program Performance, Quality Improvement, Critical Incident Review and Financial Summary was presented.

g. Pitney Bowes Equipment Lease Agreement - Request for approval and electronic signature. The term of the agreement is for 63 months, billed quarterly at $212.13.

(ACTION ITEM) Motion by Barbara Sowada, second by Larry Demshar **Approved**/Failed.

h. Locum Tenens Contract Extension - This is a request to approve a letter of extension for Kenyatta Merriweather through February 25, 2027.

(ACTION ITEM) Motion by Kristy Kauppi, second by Larry Demshar **Approved**/Failed.

X. Executive Director's Report

At the beginning of September, SCS partnered with Aspen Medical Center to facilitate medical detoxification for a client. While there were learning opportunities and challenges for both agencies throughout the process, this represents an important step forward in addressing a critical component of recovery that has been lacking within our community.

On September 1, I, along with members of the Prevention Team, attended a proclamation ceremony at Rock Springs City Hall recognizing Suicide Awareness Month. Mayor Mickelson presented SCS with the proclamation. We appreciate the community's continued support and recognition of the importance of suicide prevention and awareness.

SCS has continued to move forward with the clinical reorganization. A team of staff members conducted interviews for the clinical supervisor positions, and October 1 will be the official date for the organizational changes to take effect.

A memorial service for Cynthia was held on September 17 at the Foothill building. A tree and memorial plaque were dedicated in her name. Cynthia was admired by many of her coworkers and clients, and she is greatly missed. Thank you to everyone who helped facilitate this meaningful event and honor her memory.

Our new Operations Director, Joe Tomich, started on September 21. Joe brings a wealth of knowledge and experience to SCS, and we are excited to welcome him to our team.

On September 9, I met with David Ray from Ethos. We discussed several topics, including moving forward with our strategic plan and developing leadership training opportunities.

I also met with Kari Quickenden, CEO of Memorial Hospital of Sweetwater County. We both agreed on the importance of continuing to collaborate in order to identify solutions to the issues creating gaps within our community. We agreed that open communication and a commitment to problem-solving are key to addressing these challenges. We also discussed moving forward with a Memorandum of Understanding (MOU) between the two organizations.

SCS was proud to serve as a sponsor and supporter of our veterans and first responders at the Patriot Golf Tournament held on September 11.

Additionally, SCS sponsored the Western Wyoming College Golf Tournament on September 12. Our partnership with the college continues to grow, strengthening SCS's presence and connection within the college community.

Human Resources has begun coordinating supervisory and leadership training for all supervisors. Moving forward, leadership training opportunities will be expanded to include all SCS employees.

This initiative will support continued professional development and strengthen leadership throughout the organization.

The Prevention Team will be providing suicide prevention training at We Soda at the end of September. Three separate training opportunities will be available for We Soda supervisors. We are excited to continue strengthening our partnerships with community organizations and expanding access to suicide prevention education and resources.

Overall, September was a month of continued growth, collaboration, and organizational development for SCS. We remain committed to strengthening partnerships, addressing gaps in community services, investing in our staff, and expanding the resources available to those we serve.

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

Executive Session

(ACTION ITEM) Motion by Larry Demshar, second by Barbara Sowada **Approved**/Failed.

Exit Executive Session
(ACTION ITEM) Motion by Kristy Kauppi, second by Barbara Sowada **Approved**/Failed.

To Resume Normal Meeting
(ACTION ITEM) Motion by Larry Demshar, second by Kristy Kauppi **Approved**/Failed.

Action Items from Executive Session

Motion to approve contract for Andrew Hagemann

(ACTION ITEM) Motion by Kristy Kauppi, second by Larry Demshar **Approved**/Failed.

XII. Adjournment at 7:53 p.m.

ACTION ITEM) Motion by Kristy Kauppi, second by Barbara Sowada **Approved**/Failed.

Respectfully submitted,
Christy Legault

Treasurer's Report

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

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

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

Self Pay Balances under $25

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

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

Bankruptcy Discharged

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

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

The monthly total write-off request for balances is $0 for October 2026. The maximum write off is $0, the minimum is $0. The monthly average is less than previous month's.

Presented for Approval on October 28, 2026

Southwest Counseling Service
Balance Sheet
As of September 30, 2026

ASSETS	
Current Assets	
Checking/Savings	
1031 · Commerce Bank- Cash Reserve	140,651.57
1035 · RSNB Operating Checking Acct	777,640.88
Total Checking/Savings	918,292.45
Total Current Assets	918,292.45
TOTAL ASSETS	**918,292.45**
LIABILITIES & EQUITY	
Equity	
32000 · Unrestricted Net Assets	717,113.97
Net Income	201,178.48
Total Equity	918,292.45
TOTAL LIABILITIES & EQUITY	**918,292.45**

The Balance Sheet provides the assets and liabilities for the specific point in time of September 30, 2026. The cash assets total $918,292.45. The previous month's total cash was $1,163,102.72, a decrease in the amount of $244,810.27 from the previous month. The year to date expenditures through September 30, 2026 total $3,682,409.77. The average cost per day of operations for the month of September 2026 is $40,026.19. Liabilities as of September 2026 total $0. Based upon all cash balances, SCS is currently at 23 days of cash on hand. For August 2026, SCS was at 28 days cash on hand.

FY 2027 Accounts Receivable Report

Sep-26

	Beginning Balance	Charges	Payments	Adjustments	Ending Balance	AR by Days Aging 0	30	60	90	120
Self Pay	$ 128,783.21	$ 21,298.40	$ (18,442.81)	$ (2,855.59)	$ 100,834.45	$ 12,291.89	$ 7,739.83	$ 6,187.39	$ 6,812.54	$ 67,802.80
Insurance	193,079.98	82,379.47	(36,151.21)	(46,228.26)	199,559.85	79,249.84	47,310.00	26,646.78	16,394.37	29,958.86
Medicaid	100,669.94	37,714.91	(23,370.76)	(14,344.15)	112,768.36	31,457.57	25,348.78	33,256.68	10,792.62	11,912.71
Medicare	28,474.66	14,187.76	(3,901.88)	(10,285.88)	31,735.34	12,657.00	9,977.68	2,181.60	1,005.60	5,913.46
EAP	9,081.66	3,938.00	(150.00)	(3,788.00)	11,504.66	2,953.00	2,816.33	-	1,756.33	3,979.00
Client Contracts	27,239.59	11,063.25	(4,468.85)	(6,594.40)	38,109.69	10,977.73	10,774.03	7,037.22	7,990.71	1,330.00
Collection	1,061,982.39	18,489.57	(906.16)	(17,583.41)	1,072,933.56	-	145.50	51.75	176.75	1,072,559.56
State Contracts	1,030,289.64	804,100.84	(712,858.01)	(91,242.83)	1,458,490.90	503,365.16	543,628.41	204,536.95	39,090.34	167,870.04
Cancellation/No Show	17,558.30	340.00	(116.00)	(224.00)	16,886.30	565.00	600.00	387.59	554.00	14,759.71
Total	**$ 487,329.04**				**$ 494,512.35**	**$ 149,587.03**	**$ 103,966.65**	**$ 75,309.67**	**$ 44,752.17**	**$ 120,896.83**

Aug-26

	Beginning Balance	Charges	Payments	Adjustments	Ending Balance	AR by Days Aging 0	30	60	90	120
Self Pay	$ 133,538.79	$ 18,733.71	$ (18,197.42)	$ (536.29)	$ 128,783.21	$ 13,590.75	$ 7,456.61	$ 7,886.54	$ 8,651.41	$ 91,197.90
Insurance	163,535.96	76,667.35	(23,651.23)	(53,016.12)	193,079.98	73,042.50	62,267.23	23,586.39	10,990.00	23,193.86
Medicaid	65,890.44	33,211.60	(2,073.66)	(31,137.94)	100,669.94	31,755.52	44,367.25	12,502.79	5,435.04	6,609.34
Medicare	40,270.96	12,232.85	(7,564.62)	(4,668.23)	28,474.66	10,680.00	5,590.60	2,310.60	2,687.08	7,206.38
EAP	10,028.66	3,216.33	(1,408.33)	(1,808.00)	9,081.66	2,816.33	530.00	1,756.33	1,173.00	2,806.00
Client Contracts	16,403.88	10,996.71	(6,329.14)	(4,667.57)	27,239.59	10,855.71	7,063.17	7,990.71	760.00	570.00
Collection	1,059,579.98	3,619.85	(559.64)	(3,060.21)	1,061,982.39	-	30.00	131.50	790.44	1,061,030.45
State Contracts	881,461.96	822,253.50	(540,301.17)	(281,952.33)	1,030,289.64	397,832.28	421,995.26	42,727.35	31,965.29	135,769.46
Cancellation/No Show	17,158.30	700.00	(300.00)	(400.00)	17,558.30	680.00	480.00	630.00	600.00	15,168.30
Total	**$ 429,668.69**				**$ 487,329.04**	**$ 142,740.81**	**$ 127,274.86**	**$ 56,033.36**	**$ 29,696.53**	**$ 131,583.48**

Changes from Previous Month

	Charges	Payments	Adjustments	Ending Balance
Self Pay	$ 2,564.69	$ (245.39)	$ (2,319.30)	$ (27,948.76)
Insurance	$ 5,712.12	$ (12,499.98)	$ 6,787.86	$ 6,479.87
Medicaid	$ 4,503.31	$ (21,297.10)	$ 16,793.79	$ 12,098.42
Medicare	$ 1,954.91	$ 3,662.74	$ (5,617.65)	$ 3,260.68
EAP	$ 721.67	$ 1,258.33	$ (1,980.00)	$ 2,423.00
Client Contracts	$ 66.54	$ 1,860.29	$ (1,926.83)	$ 10,870.10
			$ -	
Amount Increase/Decrease	$ 15,523.24	$ (27,261.11)	$ 11,737.87	$ 7,183.31

The total outstanding balance for amounts owed to Southwest Counseling Service for September 2026 is $494,512.35. The receivables increased from the previous month due to higher charges. The total receivables excludes Collection, State Contracts, and Cancellation/No show fees.

Southwest Counseling Service 25%

Revenues FY27

State Contracts	FY27 Budget	Sep-26	% Month	YTD	%YTD	Difference
Outpatient Services						
MH - Outpatient	$ 963,329.80	$ 64,466.09	7%	$ 394,022.21	41%	$ (569,307.59)
MH - CARF	14,015.00	305.78	2%	3,184.11	23%	(10,830.89)
MH- Direct Care Salaries	182,343.00	3,978.39	2%	41,427.08	23%	(140,915.92)
MH- Emergency Services	29,218.00	-	0%	-	0%	(29,218.00)
MH- Regional Med. Management	133,729.00	-	0%	-	0%	(133,729.00)
MH- Regional Nursing Support	41,291.00	-	0%	-	0%	(41,291.00)
MH- Regional Early Intervention	53,302.00	-	0%	-	0%	(53,302.00)
MH- ESMI	61,972.89	5,563.60	9%	22,160.24	36%	(39,812.65)
MH- Jail Based Services	50,000.00	1,565.48	3%	12,938.02	26%	(37,061.98)
SA - Outpatient	606,870.00	25,244.45	4%	180,251.10	30%	(426,618.90)
SA- Direct Care Salaries	313,899.00	6,848.71	2%	77,475.02	25%	(236,423.98)
SA - CARF	6,100.00	133.09	2%	1,505.58	25%	(4,594.42)
SA - HB 308	454,450.00	9,915.27	2%	112,165.12	25%	(342,284.88)
MH & SA- Peer Specialist	90,000.00	1,963.64	2%	21,330.37	24%	(68,669.63)
CCRS	208,800.00	4,555.64	2%	47,437.94	23%	(161,362.06)
MH - LT Group Home -Sweetwater	632,675.31	18,276.49	3%	160,221.25	25%	(472,454.06)
MH - LT Group Home - Uinta	517,643.44	44,585.11	9%	225,825.17	44%	(291,818.27)
SOR- Medication Assisted Treatment	483,000.00	131,900.50	27%	195,650.50	41%	(287,349.50)
MH Crisis Intervention/Sub-Acute Residential	293,032.00	47,175.00	16%	47,175.00	16%	(245,857.00)
BHD Peer Review	2,500.00	-	0%	-	0%	(2,500.00)
CCBHC						
CCBHC	700,000.00	87,580.47	13%	273,857.48	39%	(426,142.52)
Regional Services - MH						
MH- Transitional Grp - Sweetwater	438,588.46	14,784.65	3%	155,833.45	36%	(282,755.01)
MH - SIP- Sweetwater	155,302.06	5,381.71	3%	47,318.87	30%	(107,983.19)
MH- SIP- Uinta County	207,069.41	25,994.08	13%	77,822.51	38%	(129,246.90)
MH- Transitional Grp - Uinta	389,856.40	21,434.70	5%	52,671.36	14%	(337,185.04)
MH --Sub-Acute Crisis Residential	397,917.00	16,381.29	4%	123,873.13	31%	(274,043.87)
MH --Sub-Acute Crisis Residential Uinta	79,583.00	11,852.39	15%	34,368.53	43%	(45,214.47)
Regional Services - SA						
SA - Residential	2,241,069.28	146,104.16	7%	864,453.67	39%	(1,376,615.61)
SA- Residential Women and Children	703,347.15	18,231.65	3%	124,895.31	18%	(578,451.84)
SA- Transitional (SL)	199,290.49	20,246.30	10%	86,882.10	44%	(112,408.39)
SA- Detox	136,417.08	7,034.05	5%	52,154.18	38%	(84,262.90)
SA- MAT Detox Residential	75,313.00	(65,100.50)	-86%	-	0%	(75,313.00)
Quality of Life						
MH - Quality of Life	102,730.00	9,969.50	10%	10,318.94	10%	(92,411.06)
SA- Quality of Life	23,680.00	1,637.00	7%	1,637.00	7%	(22,043.00)
General Funds						
County	600,000.00	32,650.00	5%	97,950.00	16%	(502,050.00)
Client Fees	235,000.00	17,499.60	7%	48,083.00	20%	(186,917.00)
Insurance	720,000.00	35,641.32	5%	98,239.20	14%	(621,760.80)
Medicaid	414,500.00	57,425.80	14%	62,633.84	15%	(351,866.16)
Medicare	70,560.00	(29,984.05)	-42%	15,103.42	21%	(55,456.58)
EAP	30,000.00	150.00	1%	2,141.66	7%	(27,858.34)
DFS	5,000.00	-	0%	-	0%	(5,000.00)
DVR/DDS	2,000.00	-	0%	4.50	0%	(1,995.50)
Medical Service Fees	70,000.00	2,271.26	3%	6,102.57	9%	(63,897.43)
Food Stamps	99,520.00	4,444.85	4%	16,220.40	16%	(83,299.60)
Grants and Contracts						
General Contracts	30,000.00	24.00	0%	233.50	1%	(29,766.50)
Treatment Court	82,800.00	-	0%	6,900.00	8%	(75,900.00)
Federal Probation	4,000.00	-	0%	-	0%	(4,000.00)
County Prevention	243,229.00	24,680.21	10%	72,476.35	30%	(170,752.65)
Miscellaneous Funds						
Reserve	30,000.00	30,000.00	100%	30,000.00	100%	-
Interest Earned	22,000.00	1,217.95	6%	4,272.68	19%	(17,727.32)
Commissary Funds	5,700.00	154.00	3%	930.71	16%	(4,769.29)
Miscellaneous	15,000.00	50.00	0%	3,441.18	23%	(11,558.82)
Total Revenues	$ 13,637,642.77	$ 864,233.63	6%	$ 3,913,588.25	29%	$ (9,724,054.52)
Total Revenue excluding carryover	$ 13,667,642.77			$ 3,883,588.25	28%	

Gross revenue for September 2026 total $834,233.63. The month of September continued to present challenges of billing Behavioral Health Redesign with the State changes. The 1/11th payment was received in addition to a portion of the billed services to the State. Staff continue to work with the State for effectively bill for services. **SCS is 3% over budgeted revenues.** This is attributable to the 40% of fixed payments from the State in July. Corrections to the revenues are shown In the month September whereas revenues were coded under the incorrect line items in July. The negative number of $65,100.50 was previously reported under the MAT Detox Residential line item. The correction shows the revenue line item of SOR MAT. The negative number for Medicare is a correction as this was Medicaid revenue from July. The adjustment shows as a negative to match year-to-date revenues. The $30,000 in Reserve revenue is showing as realized in the month of September for budget revenue.

Southwest Counseling Service 25%

Expenditures FY27

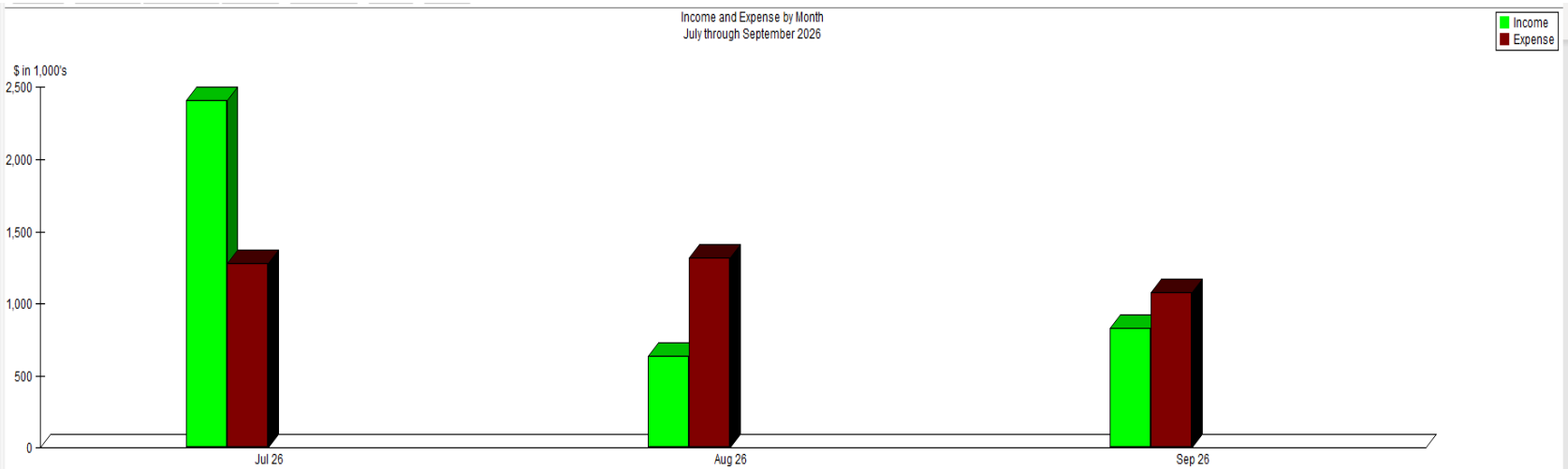
Personnel	FY27 Budget	Sep-26	% Month	YTD	%YTD	Difference
Salaries	$ 6,302,678.21	$ 508,403.32	8%	$ 1,636,518.97	26%	(4,666,159.24)
FICA	485,272.18	36,862.67	8%	119,055.75	25%	(366,216.43)
Wyoming Retirement	1,181,146.14	96,177.66	8%	303,443.99	26%	(877,702.15)
Health Insurance	2,075,762.00	189,751.94	9%	377,772.09	18%	(1,697,989.91)
Life Insurance	35,000.00	3,786.67	11%	10,939.99	31%	(24,060.01)
Worker's Compensation	44,530.00	5,301.30	12%	17,079.64	38%	(27,450.36)
Unemployment	15,000.00	-	0%	5,891.81	39%	(9,108.19)
Wellness	6,200.00	727.50	12%	1,686.32	27%	(4,513.68)
Background Check	7,300.00	1,302.20	18%	2,957.25	41%	(4,342.75)
Contracts	475,000.00	55,075.81	12%	169,599.49	36%	(305,400.51)
Contract- Transitional Grp - Uinta	389,856.40	9,900.00	3%	81,680.89	21%	(308,175.51)
Contract - SIP Uinta County	207,069.41	4,517.88	2%	44,150.57	21%	(162,918.84)
Contract - Sub-Acute Crisis Stabilization	79,583.00	1,736.36	2%	19,611.16	25%	(59,971.84)
Contract - LT Group Home - Uinta	517,643.44	9,900.00	2%	104,259.93	20%	(413,383.51)
Consultation	10,000.00	245.00	2%	4,949.00	49%	(5,051.00)
Recruitment	5,000.00	580.98	12%	2,060.30	41%	(2,939.70)
BHD Peer Review	2,500.00	-	0%	-	0%	(2,500.00)
Travel/Vehicle Expenses						
Travel-Mileage Reimbursement	9,850.00	598.09	6%	1,577.40	16%	(8,272.60)
Vehicle Fuel	17,500.00	1,958.23	11%	6,071.75	35%	(11,428.25)
Vehicle Maintenance	23,400.00	1,305.10	6%	4,978.57	21%	(18,421.43)
Conference and Seminar Travel	15,000.00	2,015.45	13%	7,435.57	50%	(7,564.43)
Training	15,000.00	10,441.35	70%	15,331.35	102%	331.35
Operating						
Supplies	90,000.00	11,207.29	12%	30,030.60	33%	(59,969.40)
Food	242,500.00	18,758.78	8%	66,697.00	28%	(175,803.00)
Rent	152,112.00	12,691.00	8%	37,233.30	24%	(114,878.70)
Utilities	214,000.00	18,556.72	9%	57,078.05	27%	(156,921.95)
Insurance- G&P/ Vehicles	115,000.00	16,727.63	15%	50,307.89	44%	(64,692.11)
Advertising	35,000.00	3,721.00	11%	12,064.78	34%	(22,935.22)
Books/Magazines/Video	4,000.00	-	0%	-	0%	(4,000.00)
Client/Insurance Refund	1,250.00	-	0%	191.53	15%	(1,058.47)
Computer Hardware	48,000.00	-	0%	568.28	1%	(47,431.72)
Computer Software	225,000.00	7,854.96	3%	281,010.06	125%	56,010.06
Computer Maintenance	6,700.00	112.50	2%	262.50	4%	(6,437.50)
Computer Communication	40,000.00	3,362.20	8%	10,086.60	25%	(29,913.40)
Equipment	5,500.00	1,299.94	24%	7,413.78	135%	1,913.78
Leased Equipment	50,000.00	4,644.68	9%	12,205.09	24%	(37,794.91)
Maintenance	50,000.00	8,021.98	19%	21,327.53	43%	(28,672.47)
Postage	7,000.00	-	0%	1,203.18	17%	(5,796.82)
Cleaning Supplies	11,000.00	385.82	4%	2,536.27	23%	(8,463.73)
Telephone	74,000.00	4,947.84	7%	50,717.00	69%	(23,283.00)
Testing and Materials	6,000.00	-	0%	4,120.88	69%	(1,879.12)
Drug Testing	25,000.00	1,504.83	15%	7,209.92	29%	(17,790.08)
Client Medical	45,000.00	6,263.00	14%	23,590.10	52%	(21,409.90)
Client Rx	65,000.00	7,336.57	11%	19,658.89	30%	(45,341.11)
APRN Medical Lab Fees	13,000.00	1,856.56	14%	4,742.96	36%	(8,257.04)
Recreation	2,660.00	53.82	2%	472.98	18%	(2,187.02)
Membership Dues	15,000.00	-	0%	22,111.09	147%	7,111.09
Collection Agency	2,000.00	-	0%	-	0%	(2,000.00)
CARF	3,000.00	-	0%	240.84	8%	(2,759.16)
MH Quality of Life						
Medical	60,530.00	3,705.02	6%	6,521.84	11%	(54,008.16)
Emergency Subsistence	6,700.00	214.57	3%	372.79	6%	(6,327.21)
RX	15,000.00	1,955.63	13%	5,758.52	38%	(9,241.48)
Housing	5,100.00	2,033.00	40%	2,033.00	40%	(3,067.00)
Transportation	15,400.00	20.00	0%	73.32	0%	(15,326.68)
Regional Quality of Life						
Regional Quality of Life	23,680.00	2,594.35	11%	4,529.79	19%	(19,150.21)
Miscellaneous Expenses						
Finance Charge	2,000.00	-	0%	-	0%	(2,000.00)

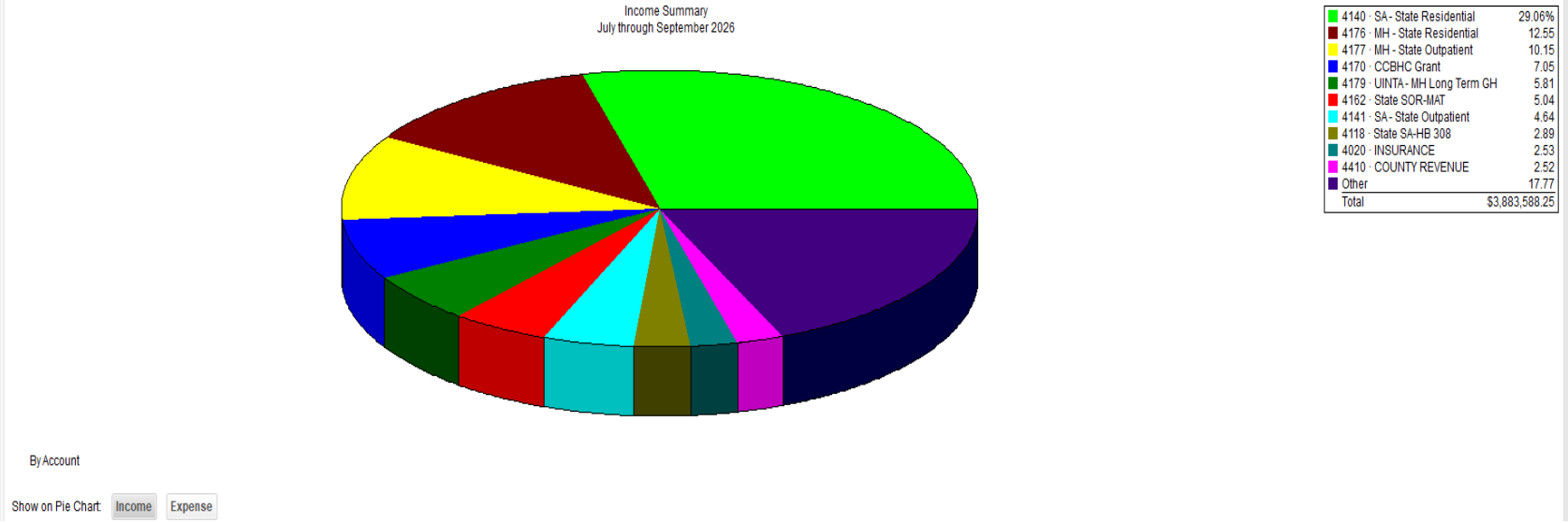
Credit Card Fees	11,220.00	433.98	4%	1,273.57	11%	(9,946.43)
Other Expenses	25,000.00	(1,807.28)	-7%	1,714.05	7%	(23,285.95)
Debt Service/Capital Maintenance						
Capital	25,000.00	-	0%	-	0%	(25,000.00)
ARPA Funding Capital Projects	10,000.00	-	0%	-	0%	(10,000.00)

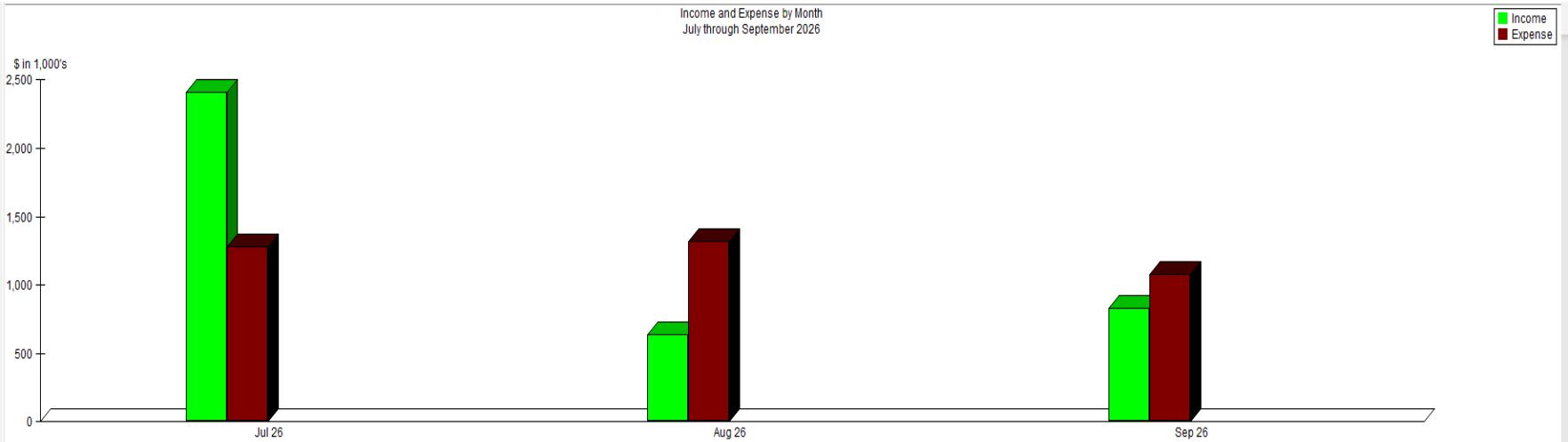
Total Expenses	$ 13,667,642.77	$ 1,079,043.90	8%	$ 3,682,409.77	27%	(9,985,233.00)

Expenses for the month of September 2026 total $1,079,043.90 which puts SCS over budget by 2%. In July the annual payment for the electronic health care records of myAvatar was due, thus creating the overage and continues into September due to the annual payments. The negative amount shown in the Other Expense line item is due to moving an expense into the correct Quality of Life. It was temporarily held as a miscellaneous expense due to waiting for approval to bill the State for the Q of L expense. Clients require a Behavioral Health Redesign assigned number prior to use of Q of L funds.

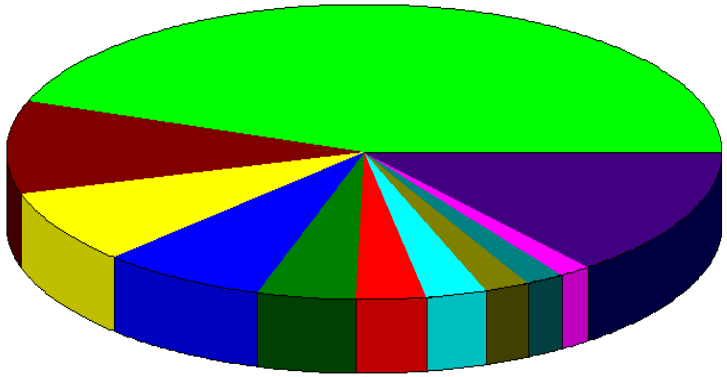
The first quarter of FY27 shows revenues are greater than expenditures in the amount of $201,178.48.


Income and Expense by Month
July through September 2026
Income
Expense
$ in 1,000's
2,500
2,000
1,500
1,000
500
0
Jul 26
Aug 26
Sep 26


Income Summary
July through September 2026
4140 · SA - State Residential 29.06%
4176 · MH - State Residential 12.55
4177 · MH - State Outpatient 10.15
4170 · CCBHC Grant 7.05
4179 · UINTA - MH Long Term GH 5.81
4162 · State SOR-MAT 5.04
4141 · SA - State Outpatient 4.64
4118 · State SA-HB 308 2.89
4020 · INSURANCE 2.53
4410 · COUNTY REVENUE 2.52
Other 17.77
Total $3,883,588.25
By Account
Show on Pie Chart: Income Expense



Expense Summary
July through September 2026



5110 · SALARIES	44.44%
5220 · HEALTH INSURANCE	10.26
5210 · WYOMING RETIREMENT	8.24
5505 · COMPUTER SOFTWARE	7.63
5320 · CONTRACT	4.61
5200 · FICA	3.23
5322 · Uinta MH LT GH	2.83
5321 · Uinta MH Trans GH	2.22
5525 · FOOD	1.81
5612 · UTILITIES	1.55
Other	13.18
Total	$3,682,409.77

By Account

Show on Pie Chart: Income Expense

Southwest Counseling Service
October 2026 Check Register

Check No.	Vendor	Program	Check Amt.	Description
121133	**VOID**	**VOID**	**VOID**	**Misprinted Date**
121188	**VOID**	**VOID**	**VOID**	**Voided check to set up Medicaid Payment**
121190	**VOID**	**VOID**	**VOID**	**Misprinted Check**
ACH - 1323	WEX Bank	Continental, Independence, Transitions, WAP, Duran, TC, Century, Admin., Bridges, Crisis, Crisis Continuum, Detox, Prevention	2,209.29	Fuel for SCS vehicles
ACH - 1324	Farmers Brothers	Bridges, Medical	115.08	FBC Ground Decaf House Blend Qty: 1
ACH - 1325	Farmers Brothers	TC, Recovery	182.08	FBC Ground House Blend Qty: 1
ACH - 1326	Wal-Mart	Independence, Crisis, Detox, WAP, Duran, Continental, TC, Bridges, Transitions, Jonah, Century, Admin, Sober Living Men's, Sober Living Women's, Independence	10,019.84	Food, Supplies and Cleaning Supplies for the residential houses; Pot and Pan Set Qty: 1, 8 pc Bowls Qty: 1, Kitchen Tools Qty: 1; 8 pc Bowls Qty: 1, Gel Pens Qty: 2, Stretch Cord Qty: 2, Elastic Cord Qty: 2, Nail Kit Qty: 1, Nasal Bulb Qty: 1, Pizza Pan Qty: 5, Hair Clippers Qty: 1; Sponges Qty: 7; Commissary Supplies for Jonah; Refreshments for Cynthia's Service; Bingo Dabbers Qty: 5; Cookies Qty: 2, Meat Qty: 1, Cheese Qty: 1, Crackers Qty: 1; Assorted Snacks for Child and Adol Program Qty: 9; Kinetic Sand Qty: 1, Uno Cards Qty: 1, Taco Cat and Go Game Qty: 1, Chutes and Ladders Qty: 1, Stack Game Qty: 1; Bissell Carpet Shampooer Qty: 1; Pillows Qty: 3, Electric Blanket Qty: 3, Electric Griddle Qty: 1, Chopper
ACH - 1327	Leaf Prior SVC By Time Payment	Bridges, Mental Health	127.20	Monthly water system
ACH - 1328	LocumTenens	Mental Health	14,002.67	Services Rendered: 09/08/26-09/10/2026 09/14/26-09/17/26

Southwest Counseling Service
October 2026 Check Register

ACH - 1329	Verizon Wireless	Mental Health, Admin., Child & Adol., Recovery, TC, Bridges, Medical	420.27	Residential homes, agency phones, and notebook line access monthly charges-08/16/26-09/15/26
ACH - 1330	Verizon Wireless	Emergency, Independence, Sober Living, Admin, Duran, TC, Continental, Transitions	421.68	Residential homes, agency phones, and notebook line access monthly charges-08/16/26-09/15/26
ACH - 1331	First Bankcard	Admin, Mental Health, Child and Adol, Transitions, Century, QOL, Mental Health, TC, Jonah, Duran, WAP, 4-SOR MAT, Recovery, Peer Specialist, Independence, Continental	16,924.81	Dell Pro P 24 USB-Hub Conferencing Monitor Qty: 2, Dell Pro Dual Monitor Stand - MDS 19 Qty: 2, Dell Pro P 24 Monitor - P2426H Qty: 2, Relyco - Flexchek / PrintChef Annual Support, GoDaddy Premium Support Subscription, HP LaserJet Enterprise M507dn Laser Printer Qty: 4; SonicWall TZ270 Firewall; Client prescription medication, PTACC Conference 2026 - J Grossnickle; Refreshments for Clinical Training; Water for the Jonah clients, Planners for Case management Qty: 101, TC Mart Items for clients hygiene needs, PESI Training; PESI Books Qty: 20 and Flipcharts Qty: 20; Prescriptions for clients reimbursed under the QOL grant; Prescriptions purchased for clients reimbursed under the
ACH - 1332	Wyo Waste	Century	199.46	Waste Collection - 10/01/26-10/31/26
ACH - 1333	Wyo Waste	Continental	195.75	Waste Collection - 10/01/26-12/31/26
ACH - 1334	Wyo Waste	Independence	225.00	Waste Collection - 10/01/26-12/31/26
ACH - 1335	Wyo Waste	Crisis, Detox	150.00	Waste Collection - 10/01/26-12/31/26
ACH - 1336	Wyo Waste	Bridges, Medical	269.72	Waste Collection - 10/01/26-10/31/26
ACH - 1337	Wyo Waste	TC, Recovery	538.57	Waste Collection - 10/01/26-10/31/26

Southwest Counseling Service
October 2026 Check Register

ACH - 1338	Wyo Waste	Transitions	243.00	Waste Collection - 10/01/26-12/31/26
ACH - 1339	Wyo Waste	Child & Adol	201.55	Waste Collection - 10/01/26-10/31/26
ACH - 1340	Wyo Waste	Mental Health, Duran , WAP	590.01	Waste Collection - 10/01/26-10/31/26
ACH - 1341	Complete Healthcare Solutions, Inc	Medical	15,493.00	Medisoft and UnifiMD, license and software - Renewal
ACH - 1342	Century Link	TC, Recovery	132.46	Monthly telephone service
ACH - 1343	Century Link	Mental Health	66.62	Monthly telephone service
ACH - 1344	Century Link	TC, Recovery	199.86	Monthly telephone service
ACH - 1345	Century Link	Bridges, Medical	83.25	Monthly telephone service
ACH - 1346	Pitney Bowes Purchase Power	TC, Recovery	500.00	Meter Refill SN- 8044127
ACH - 1347	RMP- Rocky Mountain Power	Bridges, Medical	312.75	Monthly energy and power readings
ACH - 1348	RMP- Rocky Mountain Power	Child & Adol.	60.54	Monthly energy and power readings
ACH - 1349	RMP- Rocky Mountain Power	Duran, WAP	401.21	Monthly energy and power readings
ACH - 1350	RMP- Rocky Mountain Power	Mental Health	1,148.34	Monthly energy and power readings
ACH - 1351	RMP- Rocky Mountain Power	Transitions	166.91	Monthly energy and power readings
ACH - 1352	RMP- Rocky Mountain Power	Sober Living, SIP	1,182.51	Monthly energy and power readings
ACH - 1353	RMP- Rocky Mountain Power	Continental	217.08	Monthly energy and power readings
ACH - 1354	RMP- Rocky Mountain Power	Crisis, Crisis Continuum, Detox	179.15	Monthly energy and power readings
ACH - 1355	RMP- Rocky Mountain Power	Independence	261.21	Monthly energy and power readings
ACH - 1356	CenturyLink Business Services - Lumen	TC, Recovery, Mental Health, Bridges, Medical	3,146.65	Business IP, data, and voice service
ACH - 1357	RMP- Rocky Mountain Power	TC, Recovery	3,102.40	Monthly energy and power readings
ACH - 1358	RMP- Rocky Mountain Power	Bridges, Medical	370.17	Monthly energy and power readings
ACH - 1359	Enbridge Gas	SIP, Sober Living, Continental	236.98	Monthly gas service
ACH - 1360	Enbridge Gas	SIP	119.81	Monthly gas service
ACH - 1361	Enbridge Gas	Duran	46.25	Monthly gas service
ACH - 1362	Enbridge Gas	Bridges, Medical	37.41	Monthly gas service
ACH - 1363	Enbridge Gas	Crisis, Detox	23.23	Monthly gas service
ACH - 1364	Enbridge Gas	Transitions	28.03	Monthly gas service
ACH - 1365	Enbridge Gas	TC, Recovery	528.22	Monthly gas service
ACH - 1366	Enbridge Gas	Sober Living	29.38	Monthly gas service
ACH - 1367	Enbridge Gas	Century	68.06	Monthly gas service

Southwest Counseling Service
October 2026 Check Register

ACH - 1368	Enbridge Gas	Independence	32.44	Monthly gas service
ACH - 1369	Enbridge Gas	WAP	93.20	Monthly gas service
ACH - 1370	Enbridge Gas	Mental Health	255.96	Monthly gas service
ACH - 1371	Enbridge Gas	Child & Adol.	34.37	Monthly gas service
ACH - 1372	Enbridge Gas	Admin	49.18	Monthly gas service
ACH - 1373	Enbridge Gas	Jonah	12.12	Monthly gas service
ACH - 1374	U.S. Bank	TC, Recovery	1,474.49	Leased copy/printers
ACH - 1375	Wal-Mart	Sober Living, WAP, Crisis, Detox, Independence, Continental, Admin, Duran, Century, Transitions	5,539.51	Bed in a Bag Qty: 4; Ear Buds Qty: 2, AA Batteries Qty:1, AAA Batteries Qty: 1, Pocket Folders Qty:8; Alarm Clocks Qty:4, Hangers Qty: 4, Towels Qty: 4, Basket Qty: 4; Assorted Snack items for clinical training; Food and Supplies for residential client homes; Snow Shovel Qty: 2, Men's Gloves Qty: 6, Bath Caddy Qty: 4, Purell Qty: 1, Wood Sticks Qty: 1, Spray Bottles Qty: 4, Sheet Set Qty: 5, Crafting Needles Qty: 2; 32 " Roku Television; First Aid Kit Qty: 1; Mop Bucket Qty: 1; Dry Erase Marker Qty: 2, Clip Board Qty: 10; Microwave for Foothill and Back Building Qty: 2
ACH - 1376	LocumTenens	CCBHC, Psych	10,294.76	Services rendered: 09/28/26-10/01/26 10/05/26-10/08/26
ACH - 1377	Electronic Network System- Optum	Admin	95.26	EDI Claims; Remittance Advice
121124	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
October 2026 Check Register

121125	Amazon	Century, Duran, TC, Recovery, WAP, ADMIN, Jonah	1,451.43	Odoban Floor Cleaner; Kleenex Qty: 2; Edwards Signaling Buzabel Qty: 1; TRIPP Lite High Speed Display Port Cable Qty: 2; Tripp Lite 10 Feet USB Device Cable Qty: 2; Steel Dishwasher Basket Qty: 1; Medical supplies purchased for client reimbursed under the QOL grant; 3" Happy Birthday Stickers Qty: 1; Eaton Tripp Lite Power Surge Protector Qty: 4; Bird Spikes Qty: 3; 6 pack Belts Qty: 1; Reinforced File Jackets Qty: 1; HDMI Cable Qty: 1; Returned HDMI Cable Qty: 1; Reinforced File Jackets 50 pk Qty: 1; CPR Face Shield Qty: 1, Wooden Craft Sticks 3000 count Qty: 1; Paper Plates Qty: 1, Paper Plates 8.62 " Qty: 2, Plastic Forks Qty:1, Plastic Spoons Qty: 1, Paper Plates 6.87" Qty: 1, Paper Plates 9" Qty: 1, Paper Towels Qty: 3, All
121126	Home Depot	Century, Duran, Transitions, TC, Recovery, Jonah, Bridges, QOL	1,568.70	Hinge Qty: 1, Socket Qty: 1; Returned Hinge Qty: 1; Hinge - Dual Angle Qty: 1; Returned Hinge - Dual Angle Qty: 1; Sheet Screw Qty: 2, 2 pk Hinge Qty: 3, Sheet Screw #7 Qty: 1, Birchwood Knob Qty: 2; Returned Sheet Screw Qty: 2, 2 pk Hinge Qty: 1, Knob Qty: 2; PVC White Cordless Qty: 1; Returned Cordless White PVC Qty: 1; Scuff Defense Paint Qty; 1,
121127	Nicholas & Company	Century, Duran, WAP, Bridges, Mental Health, TC, Crisis, Detox	4,464.50	Food and Paper Supplies for clients

Southwest Counseling Service
October 2026 Check Register

121128	Petty Cash	Transitions, Continental, Independence, Admin, Recovery, TC, Century	533.32	Food and Recreation for Bridges clients, Postage (meter was down), Postage stamps for commissary, Background checks for 4 potential employees, Taxi to ER
121129	Smiths	Century, Duran, Crisis, 4-SOR-MAT, WAP, QOL, SA QOL	6,873.85	Client Rx covered under MAT grant; client Rx covered under QOL, SA QOL grant; Client Rx; Comfort Nasal Spray Qty: 2, Boogie Mist Qty: 3, Food for TCW and WAP picnic; Energizer Battery Qty: 2, Nail polish remover Qty: 1, Fall Cupcakes Qty: 1; A6 Invitation Envelopes Qty: 1; Tripp Lite 10 ft USB Cable Qty: 1
121130	White Mountain Water & Sewer District	WAP, Duran	283.07	Water and sewer reading from 08/17/26-09/16/26
121131	Insurance Information Exchange	Continental, Century, TC, Bridges, Medical, WAP, Duran, Admin, Crisis, Recovery	342.16	Background checks on employees Qty: 26
121132	Pain Care Center	4-SOR-MAT	5,791.00	MAT services for clients. Paid for by MAT grant.
121134	All West Communications	Continental, Mental Health, WAP, Century, Sober Living, TC, Recovery, Transitions, Crisis, Detox, Independence; Child & Adol.	3,362.20	Business internet service 10/01/26-10/31/26
121135	Altitude Analysis	Admin, TC, Century, Continental, Independence, Duran	895.00	Background testing for potential employees Qty: 7, Program Management Fee for Altitude to handle RNR Forms
121136	Copier & Supply Company, Inc.	Admin., Bridges, Mental Health, TC, Recovery	2,169.40	Contract base rate charges for SAVIN/MP copiers
121137	RS Municipal Utility	Bridges, Medical, TC, Recovery, Century, Transitions, Independence, Continental, Crisis, Detox, Admin., Mental Health, Child & Adol.	6,331.07	Monthly water and sewer readings 8/27/26-9/24/26

Southwest Counseling Service
October 2026 Check Register

121138	Western Wyoming Community College	Admin	250.00	Horsepower Club Golf Classic, Tee Box Sponsor
121139	McKesson	Medical	494.02	Diphenhydramine HCL Qty: 3; PPD Tubersol Tuberculin VL Qty: 3
121140	Western Star Communications LLC	Mental Health, TC	272.50	Business answering service and transaction usage
121141	Top Tech Auto Service	TC	278.16	Labor - Diagnose Check Engine Light - 2004 Dodge Durango VIN #41373, Labor and Parts - Repair Camshaft Position Sensor - 2004 Dodge Durango VIN #41373
121142	Redwood Toxicology Laboratory, Inc.	Recovery	671.68	Outpatient drug testing 9/3/26-9/29/26
121143	All Pro Storage	Admin	90.00	Monthly storage for unit C-3
121144	Amazon	Admin, QOL, Duran, Mental Health, TC	463.79	26 Pocket Accordion File Qty: 1; Duran Dryer Heating Element Qty: 1; Watercolor Pencils Qty: 1, Watercolor Paper Qty: 1; The Bullying Workbook Qty: 1; A Course for Successful Living Qty: 1; Wall Calendar Qty: 2; Port Cable Qty: 1, Standard computer Power Cord Qty: 2; Bic Pens Qty: 1, Sheet Protectors Qty: 1, Sticky Notes Qty: 2, Bulk Ballpoint Pens Qty: 1; Odor Remover Spray Qty: 1; PRO X Cards for Badges Qty: 50; Computer Power Cord Qty: 1
121145	American Red Cross	Admin, Duran	210.00	CPR/First Aid Training for employees Qty: 5
121146	Aspen Construction	Jonah	18,500.00	Remove concrete disposed outside of fenced area along ditch behind building
121147	Bull Investments, LLC	4 SOR MAT	500.00	Deposit paid for client reimbursed under Recovery Supports

Southwest Counseling Service
October 2026 Check Register

121148	Community Centered Consulting, LLC	Admin	4,125.00	September 2026 Grant Writing Services
121149	Eagle Uniform & Supply Co.	TC, Recovery, Mental Health	1,100.58	Office rugs maintenance
121150	Ethos Leadership Group LLC	Admin	3,000.00	Professional Services September, Contract payment
121151	Fire Suppression Services, Inc	Century	1,477.90	Annual Fire Sprinkler and back flow preventer inspection; Annual Fire Alarm Inspection
121152	Hagemann, Andrew	CCBHC, 4-SOR-MAT	4,585.00	Contractual Project Evaluator for CCBHC grant (Dates rendered 08/10/26-9/6/26)
121153	Hazleden	Crisis, Detox, Century, Duran, WAP	411.95	Gold Medallions Qty: 100
121154	High Security Lock & Alarm	Bridges, Medical	440.00	Annual Alarm Monitoring 11/25/26-11/24/27
121155	Hunter Family Medical Clinic	Medical	866.81	Client Lab Fees
121156	JME Fire Protection, Inc	Bridges, Medical; Jonah, Continental, Independence, Transitions, Mental Health, Child and Adol, Crisis, Detox, Sober Living Men's, Sober Living Women's, TC, Recovery	1,575.22	Annual Stored Pressure Inspection for 10 locations; Annual Inspection Stored Pressure, Qty: 18; 4 Year Tags, Qty: 2, Service Tag Qty: 18, 5# Heavy Duty Vehicle Bracket Qty: 1, Labor Rate for 2 Fire Technicians
121157	Legerski Lawn Care	TC, Recovery, Mental Health, Child & Adol, Bridges, Medical, Duran, Transitions	3,150.00	Lawn Care for the month of September
121158	McKesson Medical-Surgical, Inc	Medical	407.26	Sinus Pressure Tablet Qty: 2, Specimen Container Qty: 1, Table Paper Qty: 1, Cohesive Bandage Qty: 1
121159	Memorial Hospital	Mental Health, TC, Mental Health	300.00	Initial Appointment Fee, J Busenbark, S Gordon, C Jarvie
121160	Mower, Jason	Admin	3,542.00	Public Relations Services - Contractual Employee 9/15/26-10/15/26

Southwest Counseling Service
October 2026 Check Register

121161	Netsmart Technologies	Admin	17,038.14	myLearningPointe - LMS Premier 50-299 Users - 10/01/26-09/30/27; AMA CPT Code Subscription 1/01/27-12/31/27; Document capture maintenance for batch scanning 01/01/27-12/31/27
121162	Nicholas & Company	Century, Duran, WAP, Bridges, Crisis, Detox, TC, Recovery, Mental Health, Jonah	6,650.99	Food and Paper Supplies for clients
121163	Orion Healthcare Technology, Inc	Recovery	935.00	Adult ASI Qty: 1, Progress Notes Qty: 1- Service Dates: 11/1/26 - 10/31/27
121164	Perfect Clean	Mental Health, TC, Recovery, Bridges, Medical	7,964.00	Cleaning services for 9/16/26-10/15/2026
121165	Piper Law Group, LLC	Admin	1,485.00	General Legal Services Rendered: 07/26/26-08/25/26
121166	Quill	Admin	366.39	Acrobat Classic Qty: 1
121167	Reece, Sidney	Admin	4,600.00	Contractual employee
121168	Ring Central Inc	Admin	55.82	Subscription Service Fees
121169	Royal Flush	Prevention	500.00	Suicide: 2 : Create Protective Environments Campaign for September
121170	SCS	4-SOR-MAT	3,491.00	Client medical fees covered by MAT grant
121171	SCS	QOL, SA QOL	6,732.20	Client medical fees covered by QOL grant
121172	SCS	QOL	1,193.99	Medical Fees paid for client reimbursed under the QOL grant; Rents paid for clients reimbursed by the QOL Grant
121173	Shadow Mountain	Mental Health, Child and Adol, TC, Recovery	50.00	Service call to check PW1R Filter Set, Sediment, Post Carbon, Pre Carbon, RO Filter Set
121174	Shadow Ridge	Sober Living	5,800.00	November rent for recovery clients
121175	Silver Ridge Village	SIP	7,227.06	November rent; September utilities

Southwest Counseling Service
October 2026 Check Register

121176	Sweetwater County District Board of Health	Admin, Century, Independence, Continental	120.00	TB Skin Test - New Hired Employees Qty: 6
121177	SweetwaterNOW	Prevention	2,050.00	Suicide Strategy: 2 :Create Protective Environments Campaign for September
121178	Terminix of Wyoming	Bridges, Medical	216.00	Quarterly - Temprid 432-1544 - Qty: 3
121179	The BI Collaborative	Admin	300.00	BI Platform Modules-Finance & Azure monthly subscription
121180	VLCM	Admin	1,958.41	Microsoft 365 monthly licensing- September 2026 Qty: 153; Microsoft Entra P1 NCE 09/01/26-9/31/26 Qty: 2; Microsoft Teams Rooms Pro - 1 Year paid monthly September 2026; Veeam data cloud for Microsoft 365 Flex - 1 year subscription
121181	Whisler Chevrolet Co, Inc	Duran	69.95	Labor: 2012 Ford Econoline VIN # 45786: Rotate Tires, Labor: 2012 Ford Econoline VIN # 45786: Oil Filter Change
121182	WyoRadio	Prevention	1,055.00	Suicide: 2: Create Protective Environments Campaign for September
121183	Wyoming Machinery Company	Admin	400.00	Equipment rental to install bird deterrence outside of HR Building
121184	ZOLL Medical Corp	Mental Health, Child and Adol	162.50	Electrodes for AED Defibrillator G3
121185	Pioneer Counseling Services	Admin	96,579.41	1/11th Payment
121186	University of Utah Medical Center - Psych	Psychiatric	9,230.00	Services rendered from 09/01/26-09/30/26
121187	Green River Star	Admin	191.00	Health & fitness advertisement; Affidavit of Publication regarding September Board Meeting; Yearly Subscription
121189	Brown, Rhonda	TC	143.68	Employee Reimbursements

Southwest Counseling Service
October 2026 Check Register

121191	Grenier, Dana	Medical	40.00	Employee Reimbursements
121192	Jordon, Brooke	Medical	46.26	Employee Reimbursements
121193	Norton, Krystle	TC	118.90	Employee reimbursements
121194	Pate, Shawneen	Recovery	38.57	Employee Reimbursements
121195	Pate, Shawneen	Recovery	63.95	Employee Reimbursements
121196	Swanson, Stephanie	Recovery	7.54	Employee Reimbursements
121197	Wray-Marchetti, Melissa	Admin	204.13	Employee Reimbursements
121198	Gatley, Jayda	Prevention	147.60	Employee Reimbursements
121199	Wyoming Department of Health	Medical	646.00	Client Lab fees rendered 09/02/26-09/25/26
121200	Piper Law Group, LLC	Admin	765.00	General Legal Services Rendered: 03/07/26-09/25/26
121201	Blomquist Hale Consulting	Personnel	492.78	Wellness/EAP
121202	Sweetwater County Section 125	Payroll Deduction	5,087.59	Payroll Liability
121203	NCPERS Wyoming	Payroll Deduction	176.00	Payroll Liability
121204	Wyoming Retirement System	Personnel	111,435.64	Payroll Liability
121205	Sweetwater County Health Savings Account	Personnel and Payroll Deductions	2,203.66	Payroll Liability
121206	Sweetwater County Claim Fund	Personnel and Payroll Deductions	200,443.81	Payroll Liability
121207	Transamerica	Personnel	1,808.10	Group Life Insurance
121208	Aflac Group	Payroll Deduction	1,680.88	Payroll Liability
121209	Circuit Court Third Judicial District	Payroll Deduction	916.52	Payroll Liability
121210	Circuit Court Third Judicial District	Payroll Deduction	109.62	Payroll Liability
121211	Circuit Court Third Judicial District	Payroll Deduction	192.29	Payroll Liability
ACH - 1378	WY Dept. of Workforce Services	Personnel	4,642.28	Unemployment insurance payment
ACH - 1379	Empower Trust Company, LLC	Payroll Deduction	3,630.00	Payroll Liability
EFTPS	RSNB	Personnel and Payroll Deductions	145,553.10	Payroll Taxes
500026 - 500029 & Electronic	Salaries	Payroll	472,010.42	Salaries
			$1,303,717.50	

Reports

FY27 Drawdown of Residential Funding

	Jul-26	Aug-26	Sep-26	FY27 YTD
Total SUD	**70 beds**			**$ 1,968,074.40**
Bed Days Provided:	**1383**	**1535**	**1393**	**4311**
Provided:	$ 152,329.56	$ 174,074.85	$ 149,921.91	$ 476,326.32
Deficit/(Overage):	$ (11,676.64)	$ 10,068.65	$ (14,084.29)	$ (15,692.28)
YTD Utilization:	**92.88%**	**106.14%**	**91.41%**	**24.20%**

SUD Rates	
SUD Residential	$ 150.00
Social Detox	$ 169.32
Sober Living	$ 44.91

Total MH	**32 beds**			**$ 735,939.50**
Bed Days Provided:	**881**	**837**	**740**	**2458**
Provided:	$ 70,386.89	$ 64,926.44	$ 62,552.80	$ 197,866.13
Deficit/(Overage):	$ 9,058.60	$ 3,598.15	$ 1,224.51	$ 13,881.26
YTD Utilization:	**114.77%**	**105.87%**	**102.00%**	**26.89%**

MH Rates	
Transitional	$ 121.10
Long Term	$ 99.94
SIP	$ 32.16

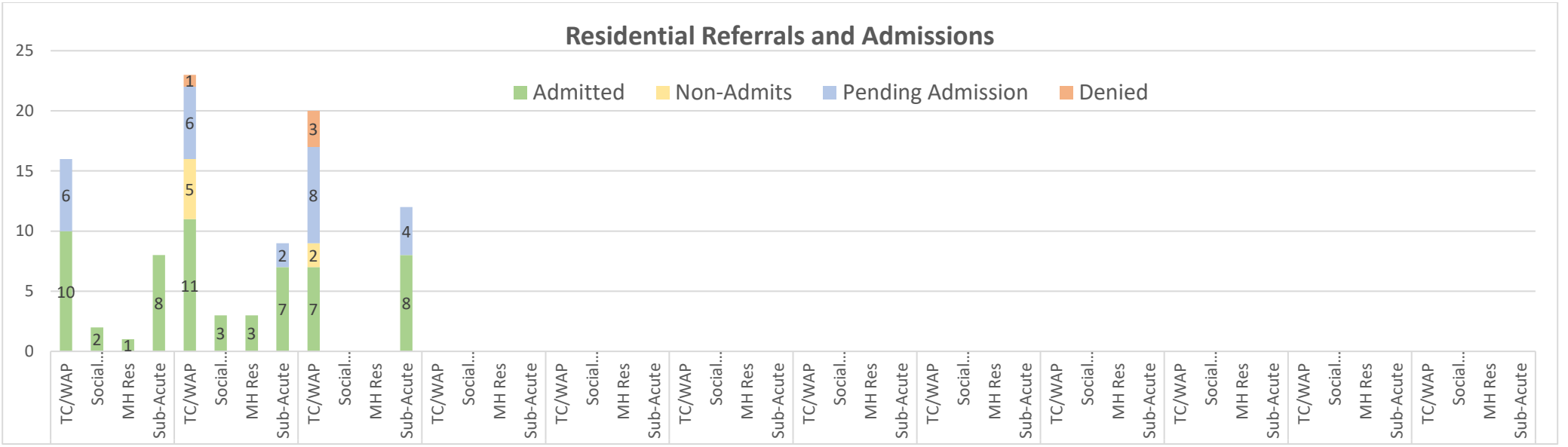
Sub-Acute	**5 beds**			**$ 238,750.20**
Bed Days Provided:	**89**	**87**	**161**	**337**
Provided:	$ 25,712.99	$ 25,135.17	$ 46,514.51	$ 97,362.67
Deficit/(Overage):	$ 5,817.14	$ 5,239.32	$ 26,618.66	$ 37,675.12
YTD Utilization:	**129.24%**	**126.33%**	**233.79%**	**40.78%**

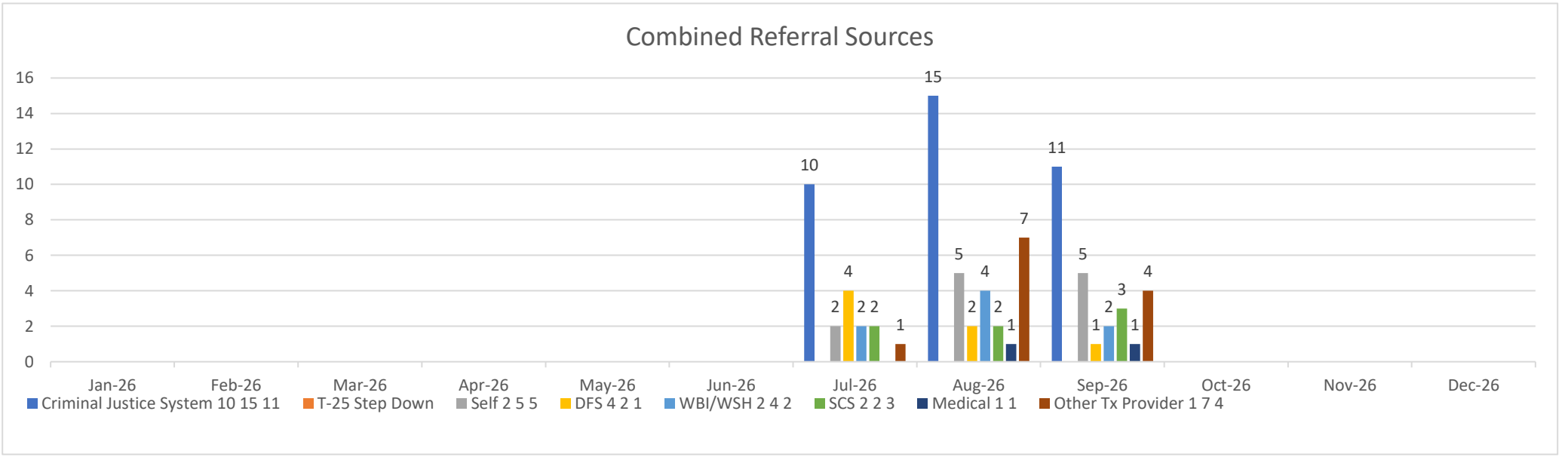
Sub-Acute Rate	
Sub-Acute	$ 288.91

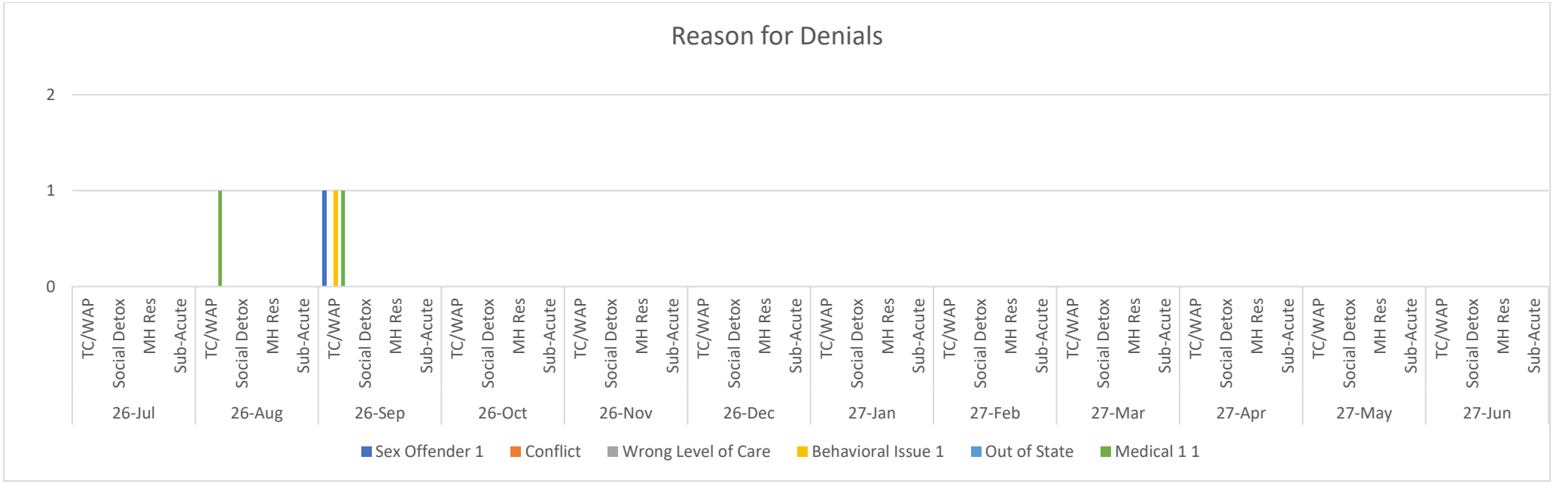
Overall	**107 beds**			**$ 2,942,764.10**
Bed Days Provided:	**2353**	**2459**	**2294**	**7106**
Provided:	$ 248,429.44	$ 264,136.46	$ 258,989.22	$ 771,555.12
Deficit/(Overage):	$ 3,199.10	$ 18,906.12	$ 13,758.88	$ 35,864.10
YTD Utilization:	**101.30%**	**107.71%**	**105.61%**	**26.22%**

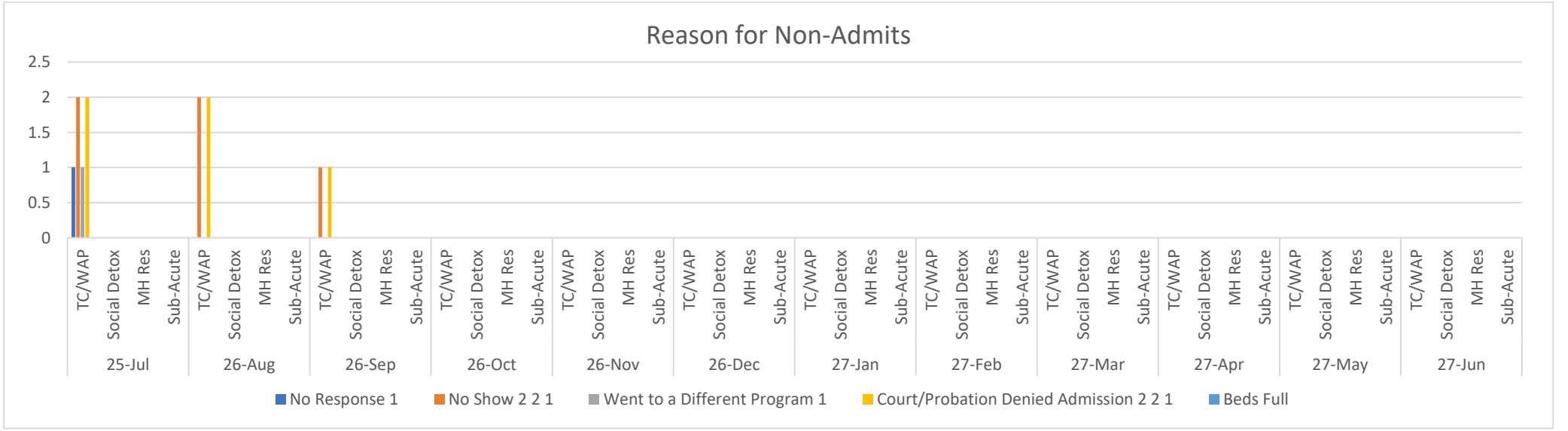
Sub-Acute Grant	**794 days**			**$ 273,546.00**
Bed Days Provided:	**119**	**118**	**124**	**361**
Provided:	$ 38,675.00	$ 38,350.00	$ 40,300.00	$ 117,325.00

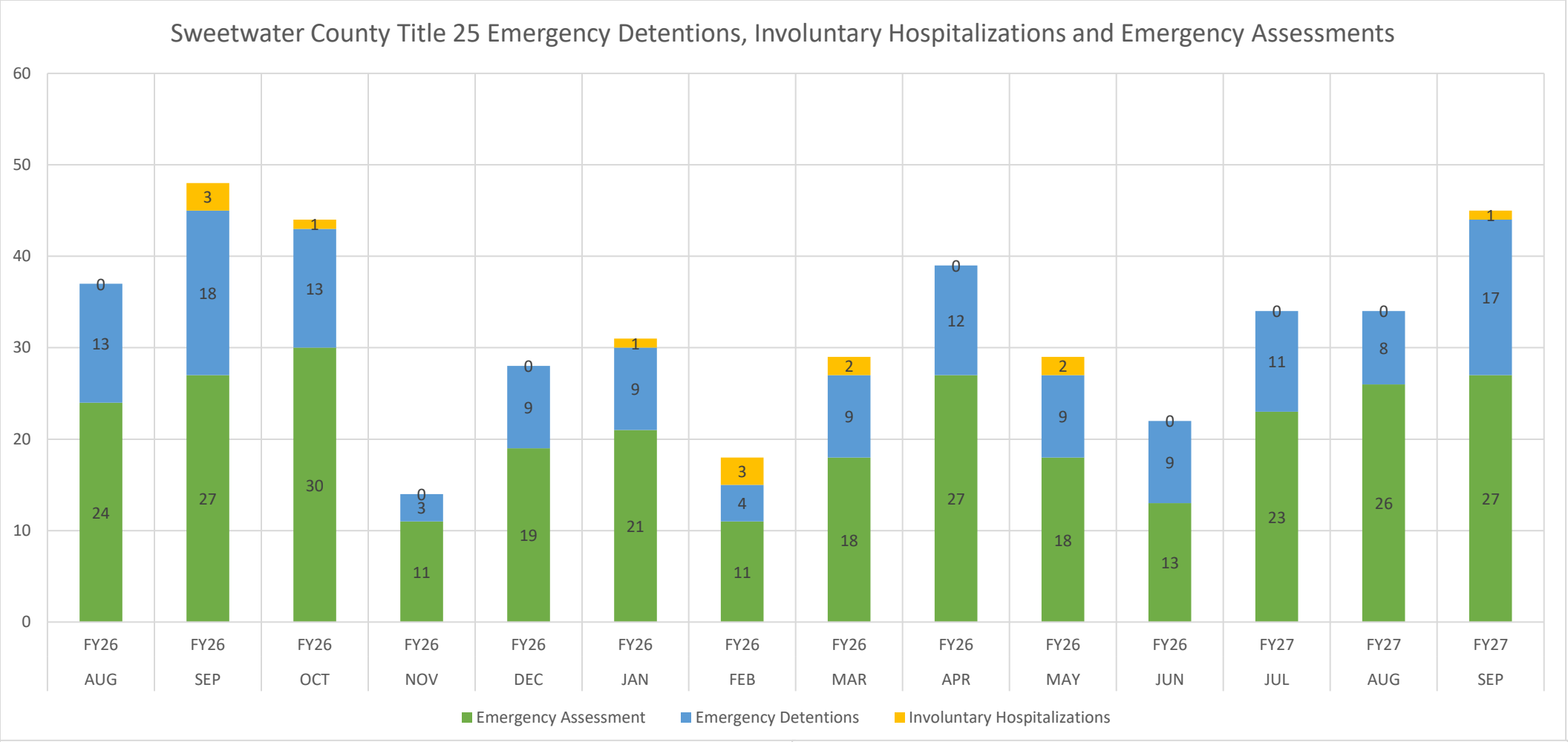
Sub-Acute Rate	
Sub-Acute	$ 325.00

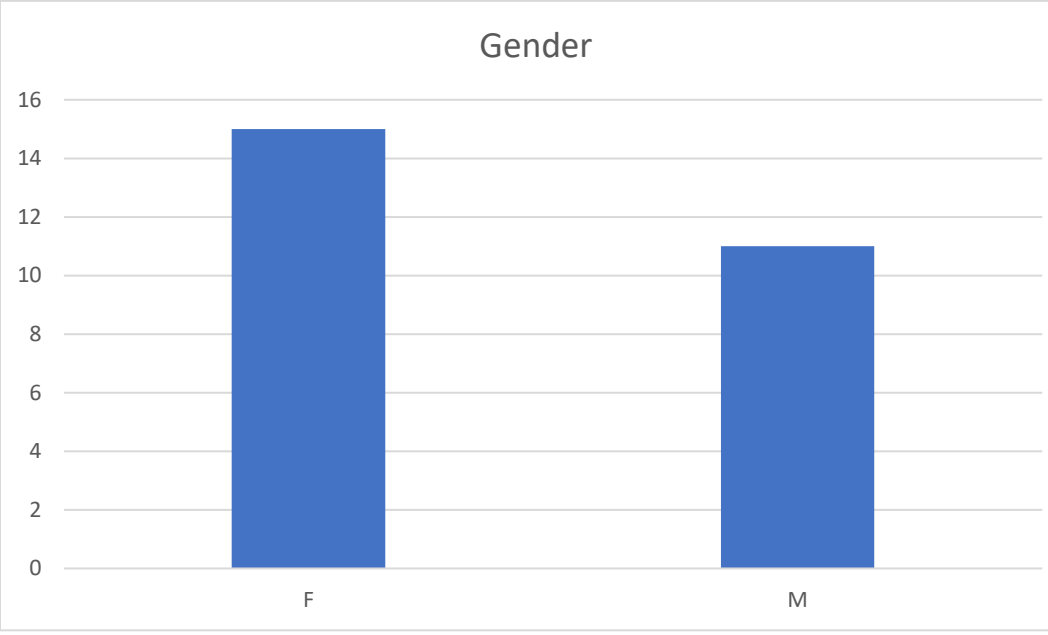

Residential Referrals and Admissions
Admitted
Non-Admits
Pending Admission
Denied
25
20
15
10
5
0
TC/WAP
Social...
MH Res
Sub-Acute

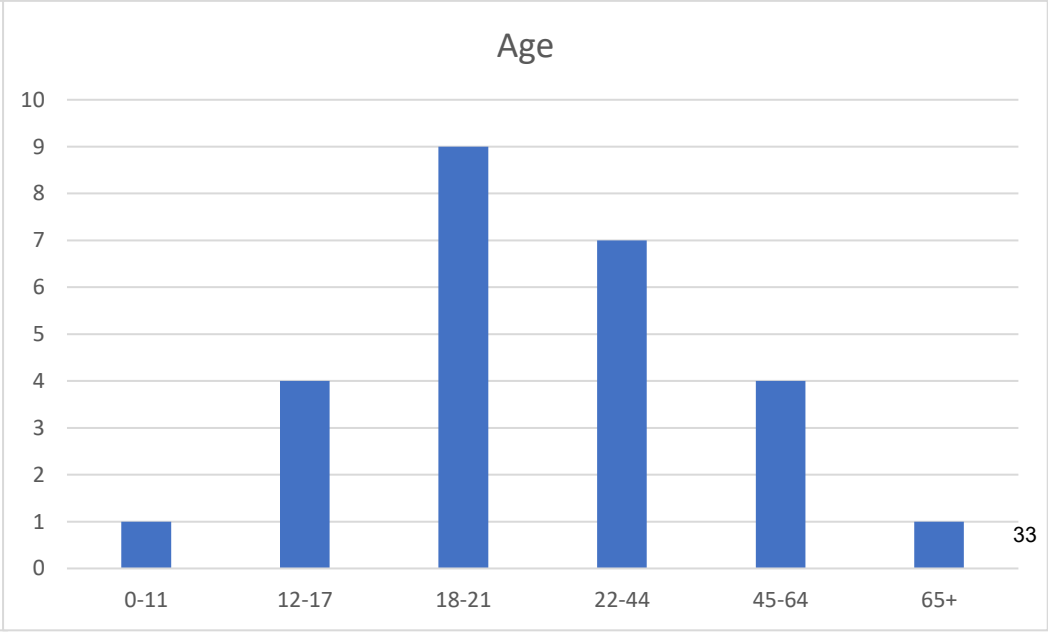

Combined Referral Sources
16
14
12
10
8
6
4
2
0
Jan-26
Feb-26
Mar-26
Apr-26
May-26
Jun-26
Jul-26
Aug-26
Sep-26
Oct-26
Nov-26
Dec-26
Criminal Justice System 10 15 11
T-25 Step Down
Self 2 5 5
DFS 4 2 1
WBI/WSH 2 4 2
SCS 2 2 3
Medical 1 1
Other Tx Provider 1 7 4


Reason for Denials
2
1
0
TC/WAP
Social Detox
MH Res
Sub-Acute
26-Jul
26-Aug
26-Sep
26-Oct
26-Nov
26-Dec
27-Jan
27-Feb
27-Mar
27-Apr
27-May
27-Jun
Sex Offender 1
Conflict
Wrong Level of Care
Behavioral Issue 1
Out of State
Medical 1 1


Reason for Non-Admits
2.5
2
1.5
1
0.5
0
TC/WAP
Social Detox
MH Res
Sub-Acute
25-Jul
26-Aug
26-Sep
26-Oct
26-Nov
26-Dec
27-Jan
27-Feb
27-Mar
27-Apr
27-May
27-Jun
No Response 1
No Show 2 2 1
Went to a Different Program 1
Court/Probation Denied Admission 2 2 1
Beds Full


Sweetwater County Title 25 Emergency Detentions, Involuntary Hospitalizations and Emergency Assessments
60
50
40
30
20
10
0
FY26 AUG
FY26 SEP
FY26 OCT
FY26 NOV
FY26 DEC
FY26 JAN
FY26 FEB
FY26 MAR
FY26 APR
FY26 MAY
FY26 JUN
FY27 JUL
FY27 AUG
FY27 SEP
0 13 24
3 18 27
1 13 30
0 3 11
0 9 19
1 9 21
3 4 11
2 9 18
0 12 27
2 9 18
0 9 13
0 11 23
0 8 26
1 17 27
Emergency Assessment
Emergency Detentions
Involuntary Hospitalizations


Gender
16
14
12
10
8
6
4
2
0
F
M


Age
10
9
8
7
6
5
4
3
2
1
0
0-11
12-17
18-21
22-44
45-64
65+

Southwest Counseling Service

October 2026 Staffing Summary Report

As of October 21, 2026, staffing levels remain stable, with the majority of approved positions filled and an overall staffing rate of 89.68%.

Staffing Overview

- Total Approved Positions: 140.5 FTEs
- Positions Filled: 126 FTEs
- Current Vacancies: 14.5 FTEs
- Overall Staffing Rate: 89.68%

Active Recruitment

The following positions are currently open and actively being recruited:

- Two Full-Time Residential Support positions
- Four Part-Time Residential Support positions
- Two and a half Clinicians
- Onc AR/Insurance Billing Specialist
- One Advanced Nurse Practitioner
- Two Certified Social Worker positions

Positions Not Counted as Vacant

The following positions are not included in the vacancy total due to current operational considerations:

- The Manager of Recovery Services, Manager of Mental Health Services, Manager of Psychosocial Services, and Manager of Child and Adolescent Services positions are no longer SCS positions.
- The Grant Compliance and Case Manager Supervisor positions have been determined to be not needed at this time.
- The Grant Writer, PR Specialist, and Custodian positions are contract-based and are not included in SCS staffing totals.
- The Facility Maintenance Supervisor, Groundskeeper, and Maintenance Level II positions are County-supported and are not included in agency staffing totals.

Separation Summary

As of October 21, 2026:

- Voluntary Terminations: 2
- Involuntary Terminations: 3
- Retirements: 2
- Turnover Rate: 5.15% for the period of 9/14/26 to 10/18/26.

October 2026 SCS Staffing Report				
Position	**Range #**	**Approved**	**FTE's Filled**	**Vacant FTE's**
Bridges Cook	24	1	1	0
~~Custodian~~	~~29~~	~~0~~	~~0~~	~~Contracted Position~~
~~Seasonal Support Staff~~	~~29~~	~~0~~	~~0~~	~~Board Approval when needed.~~
~~Groundskeeper~~	~~29~~	~~0~~	~~0~~	~~County~~
Daycare	32	1	1	0
Records Specialist	32	2	2	0
Office Support Staff	32	9	8	1
Residential Support-Full Time	32	43	41	2
Residential Support-Part Time	32	12	8	4
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	1	1
Accounts Receivable/Insurance Billing Specialist	36	3	2	1
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~~	~~0~~	~~0~~	~~Contracted Position~~
Case Manager	48	13	13	0
Certified Social Worker	49	3	1	2
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~~	~~No longer a SCS position.~~
Clinician - Fully Licensed	64	10	7.5	2.5
Clinical Supervisor	66	4	4	0
Network Administrator	67	1	1	0
Human Resources Manager	68	1	1	0
~~Manager of Children and Family Services~~	~~70~~	~~0~~	~~0~~	~~No longer a SCS position.~~
Admistrative Clinician	70	1	1	0
~~Manager of Psychosocial Services~~	~~72~~	~~1~~	~~1~~	~~No longer a SCS position.~~
~~Manager of Mental Health Services~~	~~72~~	~~0~~	~~0~~	~~No longer a SCS position.~~
~~Manager of Recovery Services~~	~~76~~	~~0~~	~~0~~	~~No longer a SCS position.~~
Financial Director	77	1	1	0
Operations Director	78	1	1	0
Clinical Director	80	1	1	0
Advanced Nurse Practitioner - General	81	2	1	1
Executive Director	85	1	1	0

Southwest Counseling				
Request to Restaff-Cost Summary Sheet				
Board Meeting Date:	10/28/2026			
Department:	Psychosocial			
Position:	Treatment Support Staff			
Vacancy Date:	9/28/2026			
Reason For Vacancy:	Employee resigned for a new position.			
Department Request:	We are requesting to restaff position immediately.	**Presented during during Personnel Comm. on 10/15/26.**		
Anticipated Restaff Date:	9/28/2026			
	Treatment Support Staff			
	Previous Costs to Staff Position	Anticipated Costs to Staff Position		
Job Title	Treatment Support Staff	Treatment Support Staff		
Full/Part Time	Full Time	Full Time		
Hire Date	6/29/2020	9/28/2026		
Grade	32	32	**Net Difference**	
Monthly Salary	$ 2,906.80	$ 2,714.40	$ (192.40)	
Retirement	$ 558.11	$ 521.16	$ (36.94)	
Health Insurance	$ 1,437.83	$ 1,019.86	$ (417.97)	
LTD	$ 9.71	$ 9.06	$ (0.64)	
Worker's Comp.	$ 34.88	$ 32.57	$ (2.31)	
Total Benefits	$ 2,040.52	$ 1,582.66	$ (457.86)	
Total Monthly Cost of Employment	$ 4,947.32	$ 4,297.06	$ (650.26)	
Total Annual Cost of Employment	$ 59,367.88	$ 51,564.73	$ (7,803.14)	
Net Difference	**$7,803.14-Net Decrease**			

Southwest Counseling				
Request to Restaff-Cost Summary Sheet				
Board Meeting Date:	10/28/2026			
Department:	Recovery			
Position:	Treatment Support Staff			
Vacancy Date:	8/11/2026			
Reason For Vacancy:	Employee did not start.			
Department Request:	We are requesting to restaff position immediately.	**Presented during during Personnel Comm. on 10/15/26.**		
Anticipated Restaff Date:	10/5/2026			
	Treatment Support Staff			
	Previous Costs to Staff Position	Anticipated Costs to Staff Position		
Job Title	Treatment Support Staff	Treatment Support Staff		
Full/Part Time	Part Time	Part Time		
Hire Date	8/11/2026	10/5/2026		
Grade	32	32	**Net Difference**	
Monthly Salary	$ 1,357.20	$ 1,357.20	$ -	
Retirement	$ 259.50	$ 259.50	$ -	
Health Insurance	$ -		$ -	
LTD	$ 4.53	$ 4.53	$ -	
Worker's Comp.	$ 16.29	$ 16.29	$ -	
Total Benefits	$ 280.31	$ 280.31	$ -	
Total Monthly Cost of Employment	$ 1,637.51	$ 1,637.51	$ -	
Total Annual Cost of Employment	$ 19,650.18	$ 19,650.18	$ -	
Net Difference				

Southwest Counseling				
Request to Restaff-Cost Summary Sheet				
Board Meeting Date:	10/28/2026			
Department:	Psychosocial			
Position:	Treatment Support Staff			
Vacancy Date:	8/3/2026			
Reason For Vacancy:	Employee Resigned			
Department Request:	We are requesting to restaff position immediately.	**Presented during during Personnel Comm. on 10/15/26.**		
Anticipated Restaff Date:	9/28/2026			
	Treatment Support Staff			
	Previous Costs to Staff Position	Anticipated Costs to Staff Position		
Job Title	Treatment Support Staff	Treatment Support Staff		
Full/Part Time	Part Time	Part Time		
Hire Date	3/9/2026	9/28/2026		
Grade	32	32	**Net Difference**	
Monthly Salary	$ 1,357.20	$ 1,357.20	$ -	
Retirement	$ 259.50	$ 259.50	$ -	
Health Insurance	$ -		$ -	
LTD	$ 4.53	$ 4.53	$ -	
Worker's Comp.	$ 16.29	$ 16.29	$ -	
Total Benefits	$ 280.31	$ 280.31	$ -	
Total Monthly Cost of Employment	$ 1,637.51	$ 1,637.51	$ -	
Total Annual Cost of Employment	$ 19,650.18	$ 19,650.18	$ -	
Net Difference				

Southwest Counseling				
Request to Restaff-Cost Summary Sheet				
Board Meeting Date:	10/28/2026			
Department:	Psychosocial			
Position:	Treatment Support Staff			
Vacancy Date:	8/24/2026			
Reason For Vacancy:	Employee moved to a new position @ SCS.			
Department Request:	We are requesting to restaff position immediately.	**Presented during during Personnel Comm. on 10/15/26.**		
Anticipated Restaff Date:	10/5/2026			
	Treatment Support Staff			
	Previous Costs to Staff Position	Anticipated Costs to Staff Position		
Job Title	Treatment Support Staff	Treatment Support Staff		
Full/Part Time	Full Time	Full Time		
Hire Date	1/24/2022	10/5/2026		
Grade	32	32	**Net Difference**	
Monthly Salary	$ 2,906.80	$ 2,714.40	$ (192.40)	
Retirement	$ 558.11	$ 521.16	$ (36.94)	
Health Insurance	$ 1,019.86	$ 1,019.86	$ -	
LTD	$ 9.71	$ 9.06	$ (0.64)	
Worker's Comp.	$ 34.88	$ 32.57	$ (2.31)	
Total Benefits	$ 1,622.55	$ 1,582.66	$ (39.89)	
Total Monthly Cost of Employment	$ 4,529.35	$ 4,297.06	$ (232.29)	
Total Annual Cost of Employment	$ 54,352.24	$ 51,564.73	$ (2,787.50)	
Net Difference	**$2,787.50-Net Decrease**			

Intake Report

OPEN ACCESS, SCHEDULED, EMERGENCY

AUGUST 2026, SEPTEMBER 2024, 2025, 2026

Southwest Counseling Service

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 in 2016 to reduce no show rates, wait time 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 5. 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.

Southwest Counseling Service

September Intake Appointment Summary

Open Access Intakes

For the month of September, we had a possible 80 appointments.

Out of those 80 appointments, we had 65 available appointments. There were 15 fewer appointments due to clinicians being on call, annual leave, and a holiday.

Out of the 65 available appointments, 22 appointment spots were unfilled. We had an additional eight appointments filled with open client spots, totaling 51 filled appointments.

Non Open Access Intakes

For the month of September, we had a possible 10 appointments.

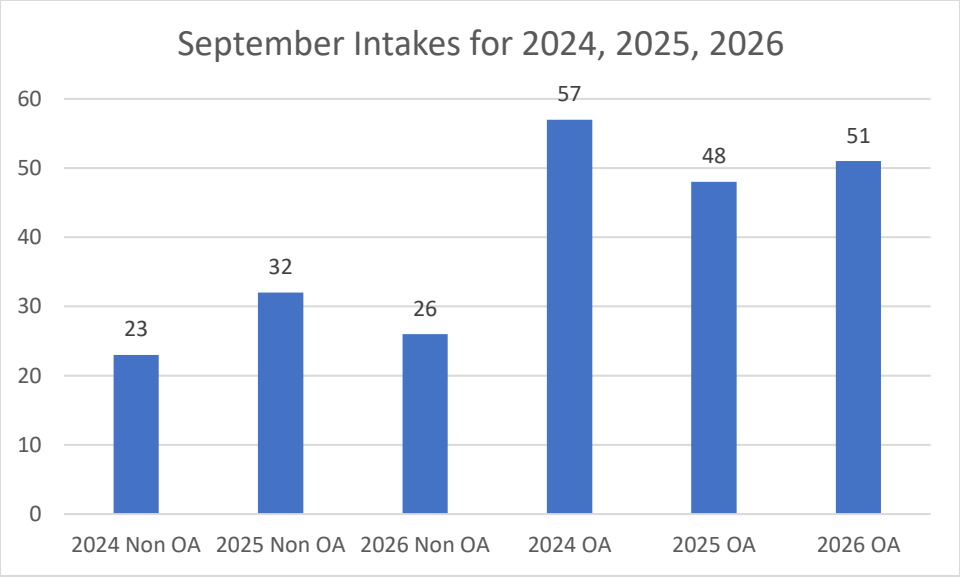
Out of those 10 appointments, we had nine available appointments. There was one unavailable due to a holiday.

In addition to the nine available appointments, there were six appointments filled from open client hours, for a total of 15 scheduled appointments.

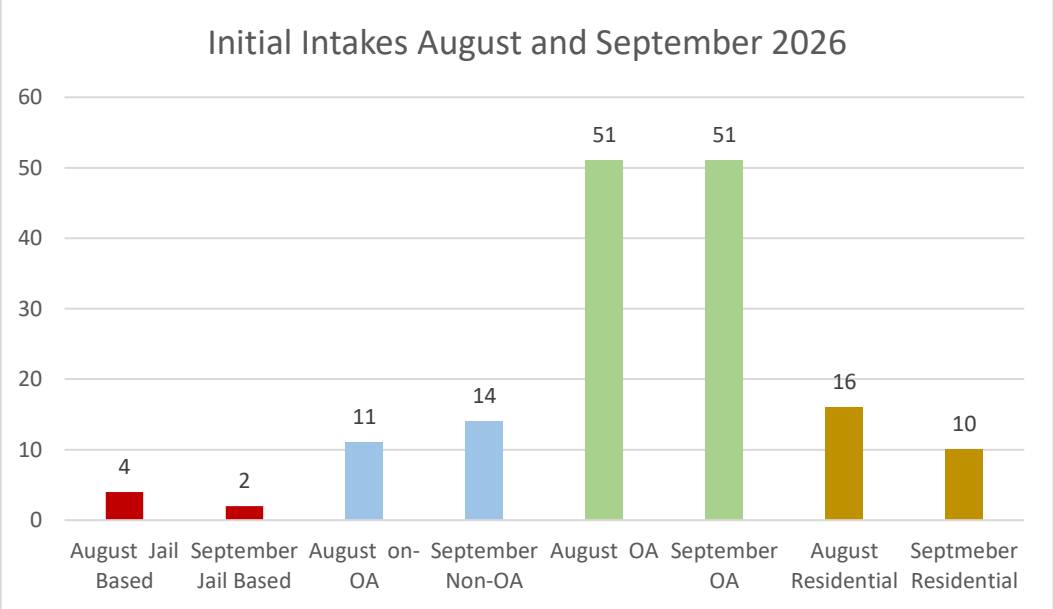
Out of those 15 appointments, we had one cancellation, for a total of 14 outpatient scheduled intakes.

In addition, there were 10 residential intakes and two jail-based intakes.

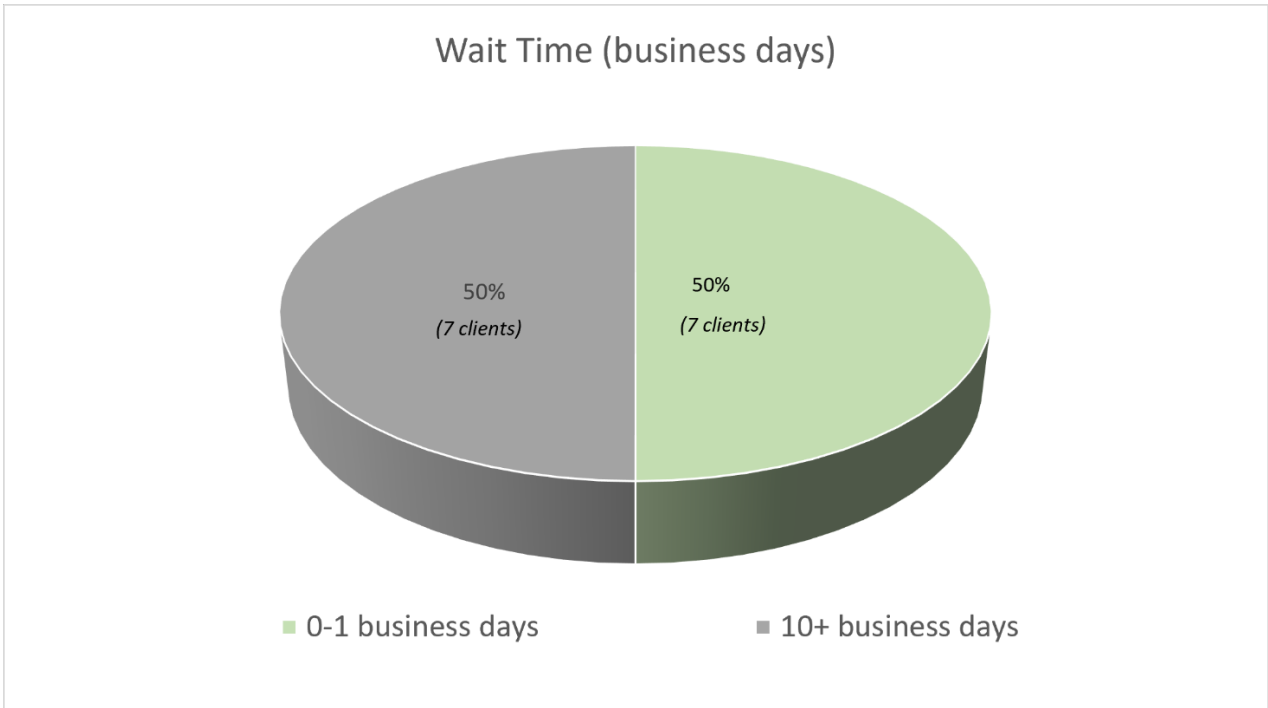
September Open Access (OA) and Scheduled Intakes



August and September 2026



September Scheduled Intake Wait Time

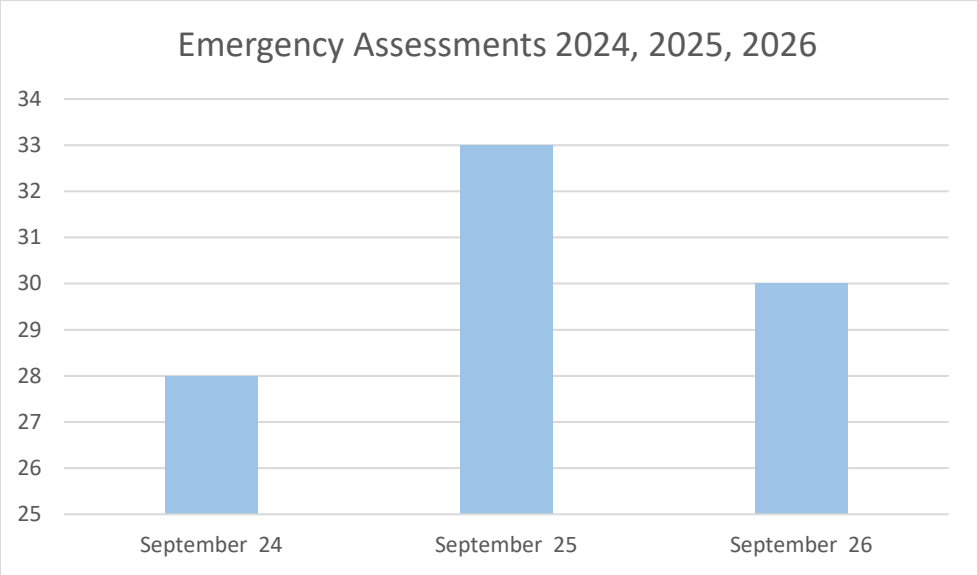


Wait Time 10 + Days: Summary

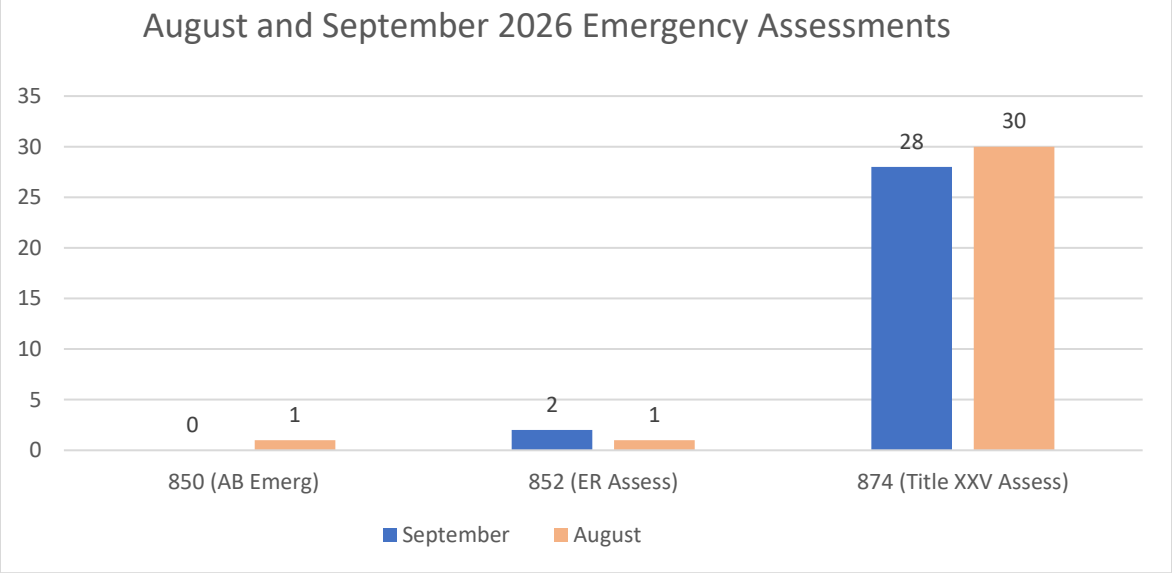
There were seven clients who experienced wait time of 10 days or longer.

- One client lived out of town and requested to do paperwork through mail.
- Three clients were scheduled for the next available appointments.
- Two clients wanted a Friday appointment.
- One client needed a scheduled substance abuse eval. (These appointments are 90 minutes, compared to 60 minutes for standard evaluations.)

Emergency Intakes



August and September 2026 Emergency Intakes



Committee Updates

vi. Personnel/Workforce
(10/15/26)

Personnel Committee Meeting Minutes
October 15, 2026

Members Present: Kori Rossetti, Elisa Robbins, and John Grossnickle. Melissa Wray-Marchetti, Larry Demshar, TJ Schwartz, and Margene Chew was absent.
Meeting was held via Teams
Meeting called to order at 10:00 am by John Grossnickle

The Personnel Committee was made aware of and reviewed the following staffing actions:

- **Part Time Psychosocial Treatment Support Staff:** No monetary change.
- **Two Full Time Psychosocial Treatment Support Staff:** Budgetary decrease for both positions.
- **Part Time Recovery Treatment Support Staff:** No monetary change.

The Personnel Committee acknowledged and approved the above staffing actions.

Previous Business

Southwest Counseling Service – Scope of Services

Service Areas and Definitions

Adolescent Intensive Outpatient Program (AIOP)

A structured outpatient substance use disorder treatment program designed for adolescents who need intensive treatment while continuing to attend school and live at home.

Behavioral Health Center (BHC)

A healthcare organization that provides mental health and substance use disorder treatment services, often including counseling, psychiatric care, crisis services, case management, and recovery support.

Behavioral Health Redesign (BHR)

Wyoming's statewide initiative to improve access to mental health and substance use disorder services by redesigning funding, eligibility, and service delivery systems. BHR prioritizes individuals with the greatest behavioral health needs and seeks to reduce barriers to care.

BRIDGES (Building Recovery of Individual Dreams and Goals through Education and Support)

A trademarked residential, peer-led education and self-management skills training program for adults with Serious Mental Illness (SMI) who need the proper level of support to lead meaningful lives.

Case Management

A service that helps clients access and coordinate medical, behavioral health, social, educational, vocational, and community resources needed to achieve treatment and recovery goals.

Certified Community Behavioral Health Clinic (CCBHC) Grant

Federal grant designation to create a framework for how SCS delivers care, staffs the programs, measures performance, manages data, coordinates care and approaches access.

Commission on Accreditation of Rehabilitation Facilities (CARF)

An independent, non-profit organization that evaluates rehabilitation and mental health care facilities. CARF accreditation means the facility has met rigorous standards for service delivery, safety, and outcomes. Holding CARF accreditation is a requirement of the Wyoming Department of Health, Behavioral Health Division to be designated as a State funded provider.

Co-Occurring Disorders

The clinical diagnosis of both a mental health disorder and a substance use disorder occurring at the same time.

Crisis Stabilization

A short-term residential service that provides 24-hour supervision, observation, and support for individuals experiencing an acute mental health crisis. The goal is to stabilize symptoms and connect individuals to ongoing treatment.

Department of Family Services (DFS)

The Wyoming state agency responsible for child welfare services, family support programs, and protective services for children and vulnerable adults.

Dialectical Behavior Therapy (DBT)

An evidence-based therapy that teaches skills for managing emotions, improving relationships, tolerating distress, and increasing mindfulness.

Direct Service Hours (DSH)

The amount of time staff spends providing direct billable services to clients, such as counseling, assessments, case management, crisis intervention, and collaboration for treatment.

Draw Down (Funds)

A financial term referring to the process of accessing or requesting approved grant funds, state funding, or reimbursement dollars that have been allocated but not yet received.

Employee Assistance Program (EAP)

An employer-funded program that provides confidential counseling and support services to employees experiencing personal, family, or work-related challenges.

Intensive Outpatient Program (IOP)

A structured treatment program that provides intensive substance use disorder services while allowing clients to continue living at home, attending school, or maintaining employment. An IOP track is a required 9 hours per week, with one (1) day in between groups sessions.

Medication-Assisted Treatment (MAT) now known as Medications for Opioid Use Disorder (MOUD)

MOUD provides individuals with Opioid Use Disorder access to FDA-approved medications—including buprenorphine, methadone, and naltrexone—in combination with appropriate behavioral health and recovery support services. Through SAMHSA's State Opioid Response (SOR/STR) funding, these services are designed to expand access to treatment, reduce unmet treatment needs, improve engagement and retention in care, reduce illicit opioid use, and help prevent opioid-related overdose deaths

Open Access

A walk-in service model that allows individuals to receive assessments for mental health or substance use treatment and access mental health or substance use treatment without a scheduled appointment. Our current model is from 1:00pm-5:00pm, Mon-Thurs.

Pioneer Counseling/Pass-Through Dollars

SCS operates as the pass through for Pioneer counseling, a community based mental health agency in Evanston, WY. They provide mental health specific beds in Uinta County for the SMI population. Funds received by our organization are then distributed to Pioneer Counseling and are not retained for our organization's direct operations.

Peer Support Specialist

An individual with lived experience of mental health or substance use recovery who is trained to provide support, encouragement, mentoring, and advocacy to others in recovery or with a mental health diagnosis.

Priority Population

Groups identified by the State of Wyoming as having the greatest need for behavioral health services and therefore prioritized funding and access to care.

Psychiatric Nurse Practitioner (APRN)

An advanced practice registered nurse with specialized training in diagnosing, treating, and managing mental health conditions, including prescribing medications.

Psychosocial Services

Recovery-oriented services for individuals living with Serious Mental Illness (SMI) that focus on rehabilitation, independent living skills, community integration, housing support, and overall wellness.

Recovery Services

Substance use disorder treatment and recovery support services, including assessment, counseling, case management, residential treatment, peer support, and relapse prevention.

Serious Emotional Disturbance (SED)

A diagnosable mental, behavioral, or emotional disorder affecting children or adolescents that substantially interferes with functioning in family, school, or community settings.

Serious Mental Illness (SMI)

Persons who, based on diagnosis and history, have a substantial probability of being unable to meet their needs for food, shelter, and medical care if they do not receive regular mental health treatment or case management

Sliding Fee Scale

A reduced fee for service payment structure based on an individual’s gross household income and household size.

Social Detoxification (Social Detox)

A clinically-managed, organized residential service delivered by appropriately trained staff, providing twenty-four (24) hour supervision, observation, and support for members who are intoxicated or experiencing withdrawal symptoms. Services must integrate serial inebriate elements.

Substance Use Disorder (SUD)

A medical condition characterized by the recurrent use of alcohol or drugs despite negative consequences to health, relationships, work, or daily functioning.

Sweetwater County Treatment Court

A specialized 21-month court program that combines judicial supervision, treatment services, and accountability measures to help individuals address substance use disorders and reduce criminal justice involvement.

Financial: Services are paid for under a grant agreement between the BOCC and SCS.

Telehealth

Healthcare services are delivered remotely through secure technology such as video conferencing.

Telepsychiatry (Tele psych)

Psychiatric assessment, medication management, and treatment services delivered remotely through secure video technology.

Therapeutic Community (TC)

Residential Treatment Services for men and women may be free-standing or hospital-based. A residential treatment facility operates twenty-four (24) hours per day, seven (7) days per week. It offers evaluation and a planned regimen of treatment services, including the staff-monitored administration of prescribed medication. The goal of residential treatment is to provide a protective environment that includes support and therapy for addictive and co-occurring disorders and supervision. The residential treatment programs consist of services to include therapy groups, case management, and individual therapy, which are provided a minimum of one (1) time per month.

Title XXV (25)

A section of Wyoming law governing involuntary hospitalization and treatment of individuals experiencing a mental health crisis who may pose a danger to themselves or others.

Quarterly True-Up Payment (QTUP)

A financial reconciliation process used to compare services billed to the Wyoming Department of Health under the Behavioral Health Redesign (BHR) model. If allocated funds are not fully drawn down from services, the WDH at the end of each quarter will make a QTUP to SCS.

Women's Addiction Program (WAP)

A residential substance use disorder treatment program designed for pregnant women and women with dependent children (including postpartum women) The program operates twenty-four (24) hours per day, seven (7) days per week, and offer evaluation and a planned regimen of treatment services, including the staff-monitored administration of prescribed medication. The goal of residential treatment is to provide a family-centered protective environment that includes support and therapy for addictive and co-occurring disorders and supervision. The SUBG requires that clients receive primary and pediatric medical treatment, as well as childcare, while mothers are receiving services. Medical care may be delivered by the appropriately licensed provider staff or through referrals.

Wyoming Association of Mental Health and Substance Abuse Centers (WAMHSAC)

An organization comprised of mental health and substance abuse treatment centers throughout Wyoming that work collaboratively to provide services, advocate for behavioral health needs, and improve access to care statewide.

Scope of Services

History

Southwest Counseling Service was founded in 1962 as Sweetwater County Counseling, changing its name to Southwest Counseling Service in 1965. Today, Southwest Counseling Service (SCS) is a public agency that provides comprehensive mental health and substance use treatment pursuit 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 use disorders W.S 35-1-612 (2024), and may provide other programs approved by the County that are a benefit to the County.

Southwest Counseling Service provides a wide range of important services that are a benefit to the community, including individual and group therapy, family and marital therapy, psychiatric and family practice services, medication management, substance use disorder treatment, medication assisted treatment (MAT), and residential care.

Southwest Counseling Service was the first Mental Health organization in Wyoming to be CARF accredited and designated a Certified Community Behavioral Health Center. Over its more than 60 years of operation, Southwest Counseling Service has evolved from a small counseling office into a comprehensive Community Behavioral Health Center, adapting to changing needs in the county while maintaining its mission to provide comprehensive, integrated mental health and substance use services that promote recovery and wellness.

Property, Uses, and Hours

All properties are owned by Sweetwater County.
Foothill Facility *2300 Foothill Boulevard – Recovery Services Facility*

The 2300 Foothill Boulevard location serves as Southwest Counseling Service's primary Recovery Services facility. This building provides substance use disorder (SUD) treatment services including residential and outpatient treatment. Programs include Therapeutic Community program for men, Crisis Stabilization, Social Detox, Intensive Outpatient Program (IOP) services for adults and adolescents, as well as other outpatient groups and general outpatient therapy.
The facility also houses prevention and recovery case management staff, administrative offices, meeting rooms, a kitchen and cafeteria, and other support spaces that assist individuals throughout the recovery process.

Clients are screened for Behavioral Health Redesign (BHR), Wyoming's state-funded behavioral health eligibility program, and then placed on a sliding fee scale when applicable.

Client Service Hours: Monday and Wednesday 8:00 am - 8:30 pm; Tuesday and Thursday 8:00 am - 6:30 pm; Friday 8:00 am – 7:30 pm.
Phone number: 307-352-6677

College Hill Facility *1124 College Drive – Mental Health Services Facility*
The College Hill location serves as Southwest Counseling Service's primary outpatient mental health facility. This building provides counseling and therapy services for children, adolescents, adults, and families, as well as crisis intervention and crisis management services. The location also offers telepsychiatry, psychiatric assessments, medication management, and behavioral health assessments both through Open Access (walk-in) services and scheduled appointments.

The facility houses licensed clinicians, psychiatric providers, case managers, administrative staff, and support personnel who work together to provide comprehensive mental health care and support services to individuals and families throughout Sweetwater County.

Clients are screened for Behavioral Health Redesign (BHR), Wyoming's state-funded behavioral health eligibility program, and then placed on a sliding fee scale when applicable.

Client Service Hours: Monday – Wednesday: 8:00 am - 8:00 pm; Thursday: 8:00 am - 6:00 pm; Friday: 8:00 am - 5:00 pm. **Open access hours**: Monday – Thursday: 1:00 PM - 5:00 pm
Phone number: 307-352-6680

Ankeny Building *2706 Ankeny Way – Psychosocial Services Facility*
The Ankeny Building serves individuals receiving outpatient and residential services who are living with serious mental illness (SMI). This location provides clinical support and treatment services designed to assist clients in stabilization, recovery, and community integration.
The building also houses offices for family practice providers, psychiatric nurse practitioners, and other treatment staff who deliver ongoing mental health care and support services.

Clients are screened for Behavioral Health Redesign (BHR), Wyoming's state-funded behavioral health eligibility program, and then placed on a sliding fee scale when applicable.

Client Service Hours: Monday – Thursday 7:00 am – 5:00 pm.
Phone number: 307-352-6689

Jonah Building *2305 Foothill Boulevard – Jonah Building*
The Jonah Building serves as a treatment facility for women receiving co-occurring substance use disorder (SUD) services. This building provides residential treatment for co-occurring clients through the Therapeutic Community program for women.
The facility contains meeting rooms, offices for treatment staff, and other treatment and support spaces that assist clients throughout their recovery journey.

Client Service Hours: Monday - Wednesday 8:00 am - 8:00 pm; Thursday 8:00 am - 7:00 pm; Friday 8:00 am - 6:00 pm

Foothill Building Annex *2305 Foothill Boulevard – Foothill Building Annex*
The Jonah Building Annex serves as an administrative and support facility for Southwest Counseling Service. This building houses offices for Human Resources, Information Technology (IT), Purchasing staff, and Public Relations.
The facility also contains a large storage area, including commercial-grade refrigeration and freezer units used to support agency operations. The Jonah Building Annex is not utilized for direct client care or treatment services.

Residential Facilities

Mental Health Residential housing is for clients who need 24/7 supervision, help with daily living skills and medication management. Clients may be housed in one of three separate residences, depending on whether they need long-term, subacute, or transitional care. These residences house both men and women. Transitions has five bedrooms with a maximum of nine clients; Continental has six bedrooms with a maximum of nine clients; and Independence has six bedrooms with a maximum of nine clients.

Crisis Stabilization & Detox is a short-term residential facility for male and/or female clients who are experiencing severe psychological or psychiatric distress, or who are actively withdrawing from drugs or alcohol. The six-bedroom house can care for a maximum of twelve clients. The number of Crisis Stabilization clients range from one to seven per month, with an average of four per month. The number of Detox clients range from two to eight per month, with an average of four per month.

Men's Residence (TCM) provides supervised housing for men who are in the Therapeutic Community program, a residential SUD treatment program, meaning they need an intensive level of care. The twelve-bedroom house can care for a maximum of 27 clients. The number of clients ranges from 21 to 29 per month, with an average of 25 per month.

Women's Residence (TCW) provides supervised housing for women who are in a Therapeutic Community, a residential SUD treatment program, meaning they need an intensive level of care. The nine-bedroom house can care for a maximum of 22 clients. The number of clients ranges from eight to 21 per month, with an average of 14 per month.

Women Addictions Program's (WAP) Residence provides supervised housing for women who are in the women's residential SUD treatment program, meaning they need an intensive level of care. The nine-bedroom house can care for a maximum of nine women and their children under six-years of age. The number of clients ranges from two to 10 per month, with an average of six per month.

Rosen Building provides the site for an eight to ten-week intensive Summer Youth Day Program that is offered for youth eight to 13 years of age. The eight to ten-week program provides intensive therapy in a summer camp-like environment for youth, who face mental health challenges such as ADHD, Oppositional Defiant Disorder (ODD), depression, anxiety, or behavioral difficulties at home or school.

Substance Use Disorder Recovery Services Outpatient

Intensive Outpatient Program (IOP): Intensive, non-residential care including individual or group therapy, medication management, and psychosocial education groups—a minimum of 3 hours of therapeutic services per day. Generally, the service requires 3-5 days per week for adults. and 6-19 hours of intervention for children and adolescents.

Financials: For FY 26 the program treated 50 male and 26 female clients. Gross revenue was approximately $89.76k. Major funding source is BHR.

Adolescent Intensive Outpatient Program (AIOP): Structured, 10-12 week, designed so adolescents with SUD can go to school or work. Adolescents may be referred by parents, schools, courts, Department of Probation, and Department of Family Services (DFS). Services include group and individual counseling; case management; peer support; and medical and psychiatric assessment and management, if needed. These services are provided at the Foothill building. The minimum number of hours of treatment under AIOP is six hours per week.

Financials: For FY 26 the program treated 8 male and 8 female adolescents. Gross revenue was approximately $41.75k. Major funding source is Medicaid.

Recovery Skills: This is a once-a-week, 14-week, group for lower level out-patient program clients in the first phase of treatment or early recovery that lasts one and a half hours. It focuses on communication, healthy socialization, social skills, recognizing triggers, developing a

healthy social environment, addressing self-worth, mental health, as well as SUD symptoms while working on a recovery plan. Clients are referred through the assessment process.

Financials For FY 26, the program treated 2-9 monthly with an average of 8 clients.

Relapse Prevention: This is a once a week, 24-week out-patient program for clients who have completed treatment but have relapsed and need a refresher. It lasts an hour and a half. Clients are referred through the assessment process.

Financials For FY 26, the program treated 4-14 monthly with an average of 10 clients.

Continuing Care: This is an ongoing 6-month program that reinforces recovery for clients who have successfully completed a substance use program, specifically IOP, or other inpatient and residential treatment programs of higher intensity. Clients are referred upon completion of program or through another higher intensity program referral.

Financials For FY 26, the program treated 3-13 monthly with an average of 9 clients.

Recovery Outpatient total Financials: Total gross revenues for Recovery outpatient services to include groups is $1.055mil and expenditures of $936k.

Medication Assisted Treatment (MAT): now known as Medications for Opioid Use Disorder (MOUD) MOUD provides individuals with Opioid Use Disorder access to FDA-approved medications—including buprenorphine, methadone, and naltrexone—in combination with appropriate behavioral health and recovery support services. Through SAMHSA's State Opioid Response (SOR/STR) funding, these services are designed to expand access to treatment, reduce unmet treatment needs, improve engagement and retention in care, reduce illicit opioid use, and help prevent opioid-related overdose deaths. Enrolled individuals receive at minimum one individual and one group monthly and follow their individual treatment recommendations. The STR Opioid grant pays for medical visits and medications. This grant is a per-member-per-month reimbursement.

Financials: The grant cycle is on the Federal calendar. Since October 2025, the average number of slots filled is 40 for MOUD, four for Meds Only, six for non- med only, and 18 for stimulant use disorders. SCS is exceeding this grant draw down and will have an amendment to the agreement to move money from another center to SCS. For the period, gross revenue from the PMPM totals $841k and expenditures of $263k..

Jail-based Treatment: This is for inmates with Mental Health, SUD, or co-occurring disorders at the Sweetwater County Detention Center. We provide assessments, individual counseling, and group therapy.

Financials For FY 26, 72 unduplicated clients were served. Gross revenue is in the amount of $114k and expenditures $52k. Funding is BHR and County funds.

Sweetwater County Treatment Court: A specialized 21-month court program that combines judicial supervision, treatment services, and accountability measures to help individuals address substance use disorders and reduce criminal justice involvement. The number of unduplicated clients served in FY26 total 36.

Financial: Funds are on monthly equal payments. SCS exceeded the contractual amount.

Substance Use Disorder Recovery Services Inpatient

Women's Addiction Program (WAP): A variable-stay, residential SUD treatment program for pregnant women and/or women and their children. Program provides 24-hour supervised setting and includes group and individual counseling; case management; peer support; and medical and psychiatric assessment and management, if needed. Daycare is provided for the children to attend while their mothers are in treatment during the day. Homemaking and parenting skills are also taught in this program. Other services are provided at the Jonah building. Clients may be self-referred, or referred by the courts, Department of Probation, or Department of Family Services (DFS).

Therapeutic Community (TC): Residential Treatment Services for men and women may be free-standing or hospital-based. A residential treatment facility operates twenty-four (24) hours per day, seven (7) days per week. It offers evaluation and a planned regimen of treatment services, including the staff-monitored administration of prescribed medication. The goal of residential treatment is to provide a protective environment that includes support and therapy for addictive and co-occurring disorders and supervision. The residential treatment program shall consist of services such as therapy groups, case management, and individual therapy, which are provided a minimum of one (1) time per month.

Financials: In FY26, 10718 bed days were provided to 444 unduplicated clients and 1475 bed days were provided to 61 unduplicated clients for the WAP program The gross revenue for the inpatient residential totals $3.421mil and expenditures $3.470mil. Major funding source for both is BHR.

Social Detox: A clinically managed, residential detoxification program that provides 24-hour supervision, observation, and support for adults who are experiencing severe psychological distress or are intoxicated or experiencing withdrawal and have been medically cleared by a healthcare provider. Once stable, these clients are offered tailored services based on their needed level of care to assist with their recovery process.

Financials For FY 26, 361 beds days were provided to 24 males and 12 female clients for a total of 36 unduplicated clients. Gross revenue was approximately $154k and expenditures, $23k. Major funding source is BHR.

Crisis Stabilization: A clinically managed, residential program that provides 24-hour supervision, observation, and support for adults who are experiencing severe psychological distress. Once stable, these clients are offered tailored services based on their needed level of care to assist with their recovery process.

Financials For FY 26,626 bed days were provided to 38 unduplicated clients under the State contract BHR funding. In addition, a second grant for additional sub-acute beds provided 653 bed days to 24 unduplicated clients. Revenue was approximately $137.9k and expenditures of $419k. Major funding source is BHR and the additional sub-acute residential contract.

Transitional SUD (Sober Living) Residential: Is a clinically managed, low-intensity, peer-supported therapeutic environment. Services include substance use counseling for at least five (5) hours per week, provided in-house or through a local certified program, with access to peer support through case management. Services may also include education and monitoring in personal health and hygiene, community socialization, job readiness, problem-resolution counseling, housekeeping, and financial planning.

Financials: In FY26, 4,844 beds were provided to 186 unduplicated clients. Gross revenue generated under BHR totals $276,858 with additional revenue from client rent in the amount of $33,736. Total expenditures equate to $127K.

DUI Class: This is a one day, eight-hour Prime for Life Course. This class is held once a month to every other month, and is an out-patient program designed to change beliefs, attitudes, risk perceptions, motivations, and knowledge around alcohol and drug use risk factors of driving. Clients are referred through assessment, other treatment centers, or court involvement.

Financials For FY 26, the program treated 24 male and nine female clients. The only funding source for this program is self-payment.

Smoking Cessation: This is a structured, educational, and supportive program to help individuals quit using tobacco products through the prevention program. Clients are referred through adolescent probation, legal system, staff, self-referral

Corrective Thinking: This is a 24-week class for cognitive-behavioral intervention to help individuals identify, challenge, and replace irrational or behavioral social thought patterns with constructive ones. Clients are typically self-referred. Services are provided by appointment at the College Hill building.

Financials For FY 26, the program treated 1- 9 clients monthly with an average of 3.

Gross revenue generated for the Outpatient SUD Recovery services total $1,055K in FY26.

Prevention Services

Prevention Services: This is a multi-faceted program designed to reduce the risks of underage drinking and use of marijuana, adult over consumption of alcohol, preventative use of tobacco, opioid and stimulants mental health, suicide prevention, shared risk protective factors, community coalitions and work force development, and to promote a healthier community. The program employs two full-time prevention specialists.

Financials For FY 26 funding is provided by Prevention grant and provides 2% of SCS annual revenue. The Prevention grant is a drawdown agreement. For FY26 total revenues were $203k and expenditures $203k.

Mental Health Services

Individual, Marital, and Family Therapy: Services are for adults, children, and adolescents. Services include individual, marital, family, and play therapy. Treatment plans are based on the client's needs, clinical assessment, and treatment goals. Clients may be self-referred, referred by the courts, Department of Probation, or Department of Family Services (DFS), schools, medical providers, or family. Clients are screened for Behavioral Health Redesign (BHR), Wyoming's state-funded behavioral health eligibility program, and then placed on a sliding fee scale when applicable. Services are provided at the College Hill building. Open Access (OA) service offers immediate mental health and substance use services without the need for appointments. Individuals can walk in for assessments and receive appropriate care. Service is provided at the College Hill building. Hour are Monday – Thursday: 1:00 pm - 5:00 pm

Mental Health Outpatient Groups

Domestic Violence (DV) Group: This is a once a week, 24-week on-going, professional-led group, offering a safe space for individuals committed to changing harmful relationship behaviors and developing skills important for healthy relationships. This group is held at the College Hill building.

Clients Served: For FY 26, the program treated 2-6 clients monthly with an average of five.

Dialectical Behavior Therapy (DBT) group: This is an open, ongoing, structured, class-like setting where individuals learn concrete skills to manage intense emotions, navigate relationships, and cope with distress. Rather than processing personal feelings in a circle, attendees focus on learning, practicing, and reviewing specific mental health tools.

Clients Served: In FY 26, the program treated 2-8 clients monthly with an average of five.

Youth Skills Group: This group services clients ages eight to 13 years of age. This office-based group will focus on teaching and strengthening coping skills, emotion regulation, healthy relationships, effective communication, and social skills. Structured group activities and discussion will promote emotional awareness, positive peer interactions, healthy expression of feelings, and development of age-appropriate behavioral and interpersonal skills within a therapeutic setting.

Clients Served: For FY 26, the program treated 2-6 clients monthly with an average of three.

Financials For FY 26, the Mental Health Outpatient program to include groups treated 553 male and 704 female adult clients with 35-39 years old being the majority. Gross revenue was approximately $908k and total expenditures of $1.226mil. Major funding source is BHR.

Early Childhood Intervention: This program provides mental health services to children ages three to six within their natural school environment. It supports young children as they adjust to new settings, develop relationships with peers, and cope with being separated from caregivers for the first time. The program teaches parents and school personnel on how to treat emotional, social, and/or behavioral concerns. Children are referred to program by family, pre-school, or physician. Services are provided at the respective school buildings.

Summer Therapeutic Youth Program: This eight to ten-week program provides intensive therapy in a summer camp-like environment for youth ages eight to 13 who face mental health challenges such as ADHD, Oppositional Defiant Disorder (ODD), depression, anxiety, or behavioral difficulties at home or school. Children are referred to the program by staff, family, and community agencies. This program is provided at the Rosen building.

Financials For FY 26, the program treated 131 male and 150 female children. Gross revenue was approximately $520k and total expenditures $364k. Major funding source is Medicaid and BHR. For FY 26, the summer program was not held in 2025.

Financials

Emergency Services: This service is designed to respond in a timely manner as the situation requires, assess and stabilize the acute symptoms, and refer to appropriate SCS service or other agencies for further care. Emergency services are required to be provided twenty-four (24) hours per day, seven (7) days a week, 365 days a year. Clients are triaged according to risk. Those in imminent danger to self or others are first priority; second priority are adults with serious mental illness (SMI) and children/adolescents with serious emotional disturbances (SED); and third priority are specialty populations as defined by state contract. Clients may be referred by court-order and other community agencies; such as the hospital, the client's family, or self-referred.

During normal office hours (Monday through Friday, 8:00 am - 5:00 pm) services are provided at one of the SCS offices, by phone, or at Memorial Hospital of Sweetwater County, and are

provided 24/7. After normal office hours, Emergency Services are typically provided by phone or at the local hospital.

Financials For FY 26, the program treated 23-43 clients monthly with an average of 33. Revenue was approximately $294k and total expenditures $245k Major funding source for this program is BHR and a significant amount through the County funding allocation.

Psycho-Social Services or Services for Seriously Mentally Ill

Bridges: Residential program for adults with serious mental illness (SMI) who need 24/7 supervision, help with daily living skills, and medication management. Clients are given the proper level of support and opportunities to increase their independence, so they may have a meaningful life in the community and achieve their full potential. Services are tailored to meet the intensity of the client's needs and may include group therapy, individual therapy, psychiatric assessment and medication management, case management, peer support, individual rehabilitation services, daily living skills, and job coaching. Clients may be referred by the state hospital, local hospital, court order, the client's family, or self-referred. Clients can be housed in one of SCS's residences, supported independent apartments or independent housing in the community and receive treatment at the Ankeny building.

Pathways: This is a drop-in community center for adults with SMI. It provides weekly social, leisure, and recreational activities for adults. The program is housed at the Ankeny building. Hours are Monday – Friday, 9am to 3pm.

Financials For FY 26, the program treated 29 male and 33 female clients. Gross revenue was approximately $646k. Total expenditures are $1.605mil, operating at a deficit. Major funding source for this program is BHR.

Psychiatric/Medical Services

Psychiatric Services are provided by a child and adolescent psychiatrist via telehealth, advanced psychiatric nurse practitioners via telehealth, and an on-site advanced psychiatric nurse practitioner. Both psychiatrists and advanced psychiatric nurse practitioners are trained to assess and treat mental, emotional, behavioral, and substance use problems. Psychiatrists are medical doctors who have more extensive training and can handle more complex psychiatric problems. Advanced psychiatric nurse practitioners are advanced practice nurses with specialized training. Whenever psychotropic medication is part of a client's treatment plan, the medication is prescribed and monitored by either the psychiatrist or an advanced psychiatric nurse practitioner.

A child psychiatrist is available by appointment through telehealth. The client recives service at the SCS location via a tele-health visit from the remote provider. The child and adolecent psychiatrist is avaiable for appointments on Monday, Wednesay and Thursdays. This service is available at the College Hill building.

Financials For FY 26, the Psychiatric Team treated approximately 280 clients monthly with an average of 15 per day. Gross revenue was approximately $584.9k. Total expenditures are $400k. Major funding source for this program is BHR with the second source as commercial insurance.

Medical Services are provided by an on-site Family Practice Nurse Practitioner. This primary care service is available to SCS clients, many of whom do not have a primary care provider. The service is also open to the public. Patients are seen by appointment at the Ankeny building. Appointments are available Monday – Thursday from 7am-5pm.

Financial: Gross revenue in FY26 totals $180k. Total expenditures of $309k, resulted in a deficit of $128k.

SCS Employee Benefits for Access to Behavioral Health

Employee Assistance Programs (EAP): EAP's are employer-funded service provided by SCS that offers short-term support for personal, family, or work-related challenges to improve employee well-being and productivity.

Medical Services – Employees and the community are able to access services from SCS' APRN medical provider. Employees may see the provider with a $10 co-payment.

New Business

HomeSmart

1993 Dewar Drive, Suite 1 • #255 • Rock Springs, WY 82901
(307) 224-0575

1. Brokerage Disclosure - Tenant

1.1 BROKERAGE NAME

HomeSmart Realty Group

1.2 DISCLOSURE

Pursuant to Wyoming law, Real Estate Brokers are required to provide a Disclosure to the Tenant(s) to explain the role and duties of the real estate brokerage in a lease/rental real estate transaction. This Brokerage Disclosure in Sections 1.1 through Section 1.11 is provided in compliance with state requirements. The Residential Lease Agreement follows after and sets forth the terms and conditions of tenancy.

1.3 DESCRIPTION

Any reference to "Broker" throughout this Disclosure and any associated real estate form shall mean "Responsible Broker, Associate Broker, or Salesperson" as defined in Wyoming Statute § 33-28-102. When you select a Real Estate Broker to assist you in a real estate transaction, the Broker may do so in one of several capacities. In accordance with Wyoming's Brokerage Relationships Act, this notice discloses the types of working relationships that are available to you.

Wyoming Statute 33-28-311 provides that a Broker will work for the Landlord as an agent or an intermediary and with the Tenant as a customer unless otherwise provided for in writing between the parties. However, the Broker may assist you in one of several other capacities. This notice discloses the type of working relationships that are available to you.

For the purposes of this Disclosure only, Owner shall be deemed to be Landlord.

1.4 LANDLORD AGENT

No written agreement with Tenant: requires written agreement with Landlord. When a Landlord signs a written agency agreement with a Broker, the Broker is an agent for the Landlord. As an agent for the Landlord, the Broker represents the Landlord and owes the Landlord a duty of utmost good faith, loyalty, and fidelity, in addition to the **obligations** enumerated below for Intermediaries.

The Landlord may be vicariously liable for the acts of the Landlord's Agent or Landlord's Subagent that are approved, directed or ratified by the Landlord. Broker may work with the Tenant in renting property even though Broker is an agent of the Landlord. In that event, Broker will not have a written agreement with the Tenant. The Tenant is not legally responsible for Broker's actions. Even though Broker does not represent the Tenant, Broker will assist the Tenant as Broker's customer and is obligated to deal fairly and honestly with the Tenant, to answer the Tenant's questions accurately concerning facts Broker knows about the property, and to disclose any adverse material facts Broker knows about the property. As a Landlord's agent, Broker has duties to disclose to the Landlord certain information; therefore, the Tenant, as Broker's customer, should not tell the Broker any information which the Tenant does not want shared with the Landlord.

1.5 TENANT AGENT

Requires written agreement with Tenant.

If a Tenant signs a written Tenant Agreement with Broker, the Broker will act as an agent for the Tenant. If so, the Broker represents the Tenant and owes the Tenant a duty of utmost good faith, loyalty and fidelity, in addition to the **obligations** enumerated below for Intermediaries. The Tenant may be vicariously liable for the acts of the Tenant's Agent that are approved, directed or ratified by the tenant. As a Tenant's Agent, Wyoming law requires Broker to disclose to potential Landlords all adverse material facts concerning Tenant's financial ability to perform the terms of the transaction. As a Tenant's Agent, Broker has duties to disclose to the Tenant certain information; therefore, the Landlord should not tell Broker any information which the Landlord does not want shared with the Tenant.

1.6 INTERMEDIARY

Requires written agreement with Landlord and Tenant; or Tenant

The Intermediary relationship is a non-agency relationship which may be established between a Broker and a Landlord or a Broker and a Tenant in only two situations, both of which require written agreements.

If a Tenant who has signed a Tenant Agency Agreement with a Broker wants to look at or rent property the Broker is managing or marketing as an agent for the Landlord, Broker's relationships with the Landlord and Tenant may change to Intermediary (non-agency) relationships with both the Tenant and the Landlord consent. On this type of in - house transaction, neither the Tenant nor the Landlord will be legally responsible for Broker's actions.

As an Intermediary (Non-Agent), Broker will not represent you and will not owe you a duty of utmost good faith, loyalty, and confidence. Broker will have the following **obligations** to you:

- perform the terms of any written agreement made by the Intermediary with any party or parties to the transaction
- exercise reasonable skill and care;
- advise the parties to obtain expert advice as to material matters about which the Intermediary knows but the specifics of which are beyond the expertise of the Intermediary;
- present all offers and counteroffers in a timely manner
- account promptly for all money and property Broker received*;
- keep you fully informed regarding the transaction*;
- obtain the written consent of the parties before assisting the Tenant and Landlord in the same real estate transaction as an Intermediary to both parties to the transaction;
- assist in complying with the terms and conditions of any contract and with the closing of the transaction*;
- disclose to the parties any interests the Intermediary may have which are adverse to the interest of either party;
- disclose to prospective Tenants, known adverse material facts about the property*;
- disclose to prospective Landlords, any known adverse material facts, including adverse material facts pertaining to the Tenant's financial ability to perform the terms of the transaction*;
- disclose to the parties that an Intermediary owes no fiduciary duty either to Tenant or Landlord, is not allowed to negotiate on behalf of the Tenant or Landlord, and may be prohibited from disclosing information about the other party, which if known, could materially affect negotiations in the real estate transaction.

As Intermediary, Broker will disclose all information to each party, but will not disclose the

following information without your informed written consent:

- the motivating factors for renting or leasing the property;
- that you may be willing to agree to a price different than the one offered; or
- any material information about you, unless disclosure is required by law or if lack of disclosure would constitute dishonest dealing or fraud.

1.7 CUSTOMER

A customer is a party to a real estate transaction who has established no intermediary or agency relationship with any Broker in that transaction. A Broker may work either as an agent for the Landlord treating Tenant as a customer or as an agent for Tenant treating Landlord as a customer. When a Tenant or Landlord is represented by another Broker, a Broker may work with the other Tenant or Landlord as a customer, having no agency or intermediary relationship with either party. A Broker working with a customer shall owe no duty of confidentiality to a customer. Any information shared with Broker may be shared with the other party to the transaction at customer's risk. The customer should not tell the broker any information which the customer does not want shared with the other party. The Broker must treat the customer honestly and with fairness disclosing all material matters actually known by the Broker. The Broker owes the Customer the obligations enumerated below for Intermediaries which are marked with an asterisk. Wyo. Stat. § 33-28-3 IO(a).

1.8 DESIGNATED AGENT

Requires a Designation by the brokerage firm and acknowledgement by the Landlord or Tenant.

A designated agent means a licensee who is designated by a responsible broker to serve as an agent or intermediary for a Landlord or Tenant in a real estate transaction. Wyo. Stat.§ 33 - 28 - 302 (a).

In order to facilitate a real estate transaction a Brokerage Firm may designate a licensee as your agent or intermediary. The Designated Agent will have the same duties to the Landlord and Tenant as a Landlord's Agent, Tenant's Agent or Intermediary. The Broker or an appointed "transaction manager" will supervise the transaction and will not disclose to either party, their Intermediary or their agent confidential information about the Landlord or Tenant. The designation of agency may occur at the time the Landlord or Tenant enters into an agency agreement with the Brokerage Firm or the designation of agency may occur later if an "in house" real estate transaction occurs. At that time, the Broker or "transaction manager" will immediately disclose to the Landlord or Tenant that designated agency will occur.

1.9 DUTIES OWED BY AN AGENT BUT NOT OWED BY AN INTERMEDIARY

WHEN ACTING AS THE AGENT FOR ONE PARTY (EITHER LANDLORD OR TENANT), BROKER HAS FIDUCIARY DUTIES OF UTMOST GOOD FAITH, LOYALTY, AND FIDELITY TO THAT ONE PARTY. A BROKER ENGAGED AS AN INTERMEDIARY DOES NOT REPRESENT THE LANDLORD OR THE TENANT AND WILL NOT OWE EITHER PARTY THOSE FIDUCIARY DUTIES. HOWEVER, THE INTERMEDIARY MUST EXERCISE REASONABLE SKILL AND CARE AND MUST COMPLY WITH WYOMING LAW. AN INTERMEDIARY IS NOT AN AGENT OR ADVOCATE FOR EITHER PARTY. LANDLORD AND TENANT SHALL NOT BE LIABLE FOR ACTS OF AN INTERMEDIARY, SO LONG AS THE INTERMEDIARY COMPLIES WITH THE REQUIREMENTS OF WYOMING'S BROKERAGE RELATIONSHIPS ACT WYO. STAT.§ 33-28-306(a)(iii).

THIS WRITTEN DISCLOSURE AND ACKNOWLEDGMENT, BY ITSELF, SHALL NOT

CONSTITUTE A CONTRACT OR AGREEMENT WITH THE BROKER OR IDS/HER FIRM. UNTIL THE LANDLORD OR TENANT EXECUTES THIS DISCLOSURE AND ACKNOWLEDGMENT, NO REPRESENTATION AGREEMENT SHALL BE EXECUTED ORV ALID. WYO. STAT.§ 33-28-306 (b).

NO MATTER WIDCH RELATIONSIDP IS ESTABLISHED, A REAL ESTATE BROKER IS NOT ALLOWED TO GIVE LEGAL ADVICE. IF YOU HAVE QUESTIONS ABOUT THIS NOTICE OR ANY DOCUMENT IN A REAL ESTATE TRANSACTION, CONSULT LEGAL COUNSEL AND OTHER COUNSEL BEFORE SIGNING.

NONDISCRIMINATION. The parties agree not to discriminate unlawfully against any prospective buyer because of the race, color, sex, sexual orientation, gender identity, national origin, familial status, physical **or mental disability, or religion of such person.** The amount or rate of a real estate commission for any brokerage relationships is not fixed by law. It is set **by each Broker individually and may be negotiable between the Tenant or Landlord and the Broker.**

1.10 NON DESCRIMINATION

The parties agree not to discriminate unlawfully against any prospective buyer because of the race, color, sex, sexual orientation, gender identity, national origin, familial status, physical or mental disability, or religion of such person**.**

The amount or rate of a real estate commission for any brokerage relationships is not fixed by law. It is set by each Broker individually and may be negotiable between the Tenant or Landlord and the Broker.

1.11 ACKNOWLEDGMENT

By initalling here, I/we acknowledge receipt of this Disclosure and have retained a copy.

By initialing below, you acknowledge and agree to the terms in Section 1.

X_____
Sweetwater County Community Mental Health Board, d/b/a/ Southwest Counseling Services

2. Residential Lease Agreement

2.1 RESIDENCY

This Lease Contract is entered into 09/16/2026 by, the undersigned resident(s):

Southwest Counciling

and, the Landlord, The Marincic Property Company LLC for the premises that is a part of the Shadow Ridge Apartments consisting of the property including addresses 104, 108, 112, 116, 120, 124, 128, 132, 136, 140, 105, 109, 113, 117, 121, 125 Skyline Drive, and having an address of:

104 C Skyline Drive

Rock Springs, WY 82901

Landlord is the owner of the Leased Premises and HomeSmart Realty Group is acting as Agent for Landlord in facilitating the lease transaction, and will be compensated by Owner, and Tenant(s) is a Customer. As used herein, the term "Landlord" shall refer to the owner of the Leased Premises and Landlord's agents, employees, and representatives. The term "Broker" shall refer to HomeSmart Realty Group having an address at 1993 Dewar Drive, Suite 1, #255, Rock Springs, WY 82901. Brokers working relationships with Landlord and Tenant are described in the Real Estate Brokerage Disclosure to Tenant form.

2.2 DISCLOSURE

The parties acknowledge that Brian Marincic, is a licensed Broker, and Lacy McMullen is a licensed Broker in the State of Wyoming, and they have an ownership interest in the The Marincic Property Company LLC, and invest in real estate for a profit.

2.3 DESCRIPTION OF PROPERTY

Landlord hereby leases the following real property and premises to Tenant on the terms and conditions herein set out:

104 C Skyline Drive
Rock Springs, WY 82901

2.4 MULTIPLE OCCUPANCY

"Tenant(s)", as used in this agreement, means all individuals eighteen (18) years old or older who sign this agreement as Tenant(s). It is expressly understood that this agreement is between the Landlord and all signatories, jointly and severally. In the event of default each and every signatory shall be individually responsible for timely payment of lease payments and all other duties, obligations and provisions of this agreement. Landlord may assign this Lease Agreement to a third party, without consent from Tenant(s). All terms & conditions will remain in effect.

2.5 LEASE TERM

Landlord leases said real property and premises to Tenant for an initial term commencing on 11/01/2026 and terminating on 10/31/2027 unless terminated sooner as herein provided. This agreement will automatically renew on a month-to-month basis. Should Landlord discontinue providing management services for the property, this contract may be terminated by Landlord with a 30 day written notice to Tenant(s).

2.6 RENT PAYMENT

Tenant agrees to pay Landlord, as rent for said real property and premises during the initial term hereof, the sum of $ $8,700.00 . Rent shall be paid in equal monthly installments of $ $725.00 the first of which payments shall be due on the first day of the the first full month following 11/01/2026 with subsequent payments due on the first day of each and every month thereafter during the term of this lease. Lease payments delivered under this lease will be delivered electronically via Tenant's individual Tenant Portal at https://passport.appf.io/sign_in?idp_type=tportal&vhostless=true&waldo=true by electronic check (ACH), credit/debit card or through PayNearME at autorized payment locations. Cash and other forms of payment are not accepted.

The parties acknowledge that Lessee shall pay pro-rated rent for the portion of the month remaining

the lease commencement date to the end of the month in the amount of $ $725.00

2.7 PAYMENT TERMS

1. If a rent installment is not received within 5 days of the first day of the month Tenant shall pay an initial penalty of $50.00 and an additional penalty of $15.00 per day beginning on the 2nd day of the month. Daily late fee penalties will accrue until the full amount of rent and penalties are paid in full. If the 5th falls on a Sunday or holiday, then payment must be received by the end of the next business day. If rent is not paid by the 6th of the month, a 3-day Notice To Quit Premises will be issued and served according to statute. During the Notice To Quit period, Landlord may conduct a physical inspection of the premises and prepare a report describing the condition of the property. A fee of $50.00 will be billed to Tenant(s) for the issuance and delivery of the 3-day Notice To Quit and a $65.00 Service Fee will be billed to Tenant(s) for the inspection and preparing the property condition report.
2. Rent payments delivered prior to the 1st day of the month that the payment is due, may be held by Landlord until after the 1st day of the month and for up to seven days after the 1st day of the month before they are deposited in Landlords financial institution.
3. Other Amounts Payable by Tenant(s). Tenant(s) acknowledges that in addition to rent, Tenant(s) may owe Landlord other amounts under this Residential Lease Agreement. Tenant(s) may owe liquidated damage assessments; lease violation notification fee; dishonored check fees, charges and forfeitures; utility service fees and utility costs; water bills; and labor for cleaning services and maintenance services; service fees; rent payment processing fees; any fees or expenses accrued if Tenant(s) account is assigned to a collection agency, Tenant(s) understands that they are responsible for all attorney fees, court costs or delinquency fees that may be incurred during the collection of Tenant(s) debt. Landlord may transfer any debt or amount owed from the Tenant(s) to Landlord to a third party to be determined by Landlord. Tenant(s) will remain responsible for all debts or amounts owed until paid in full. Tenant(s) understands that the delinquency fee will be equal to 50% of the principal amount owed in collection of any past due or unpaid amounts owed. Unless other terms of this Residential Lease Agreement provide to the contrary, such amounts shall be billed periodically to Tenant(s). Payments of amounts billed to Tenant(s) in any month shall be due at the same time as Tenant's rent is due for the following month.

2.8 SECURITY DEPOSIT

Upon execution hereof, and prior to occupancy Tenant(s) shall pay to Landlord, in addition to the rental payments required by ¶2.6 above, a Security Deposit in the amount of $ ("Security Deposit") as security for Tenant's performance of its covenants hereunder and return of the Premises upon expiration of this Lease in the same condition, reasonable wear and tear excepted, as the condition upon delivery. Upon termination of this lease agreement, Landlord shall inspect the Premises and provide Tenant(s) with an itemization of any unpaid costs owed by Tenant(s) to Landlord, unearned broker's commissions and any damages and any repairs required to restore the Premises to its condition as of the commencement date of this Lease Agreement, and the cost of such repairs. Upon termination of this lease agreement, Landlord will have the carpets professionally cleaned and payment for the cleaning will be deducted from the Security Deposit. The amount to be deducted is listed on the Carpet Cleaning Payment Schedule Addendum. The amounts listed in the Carpet Cleaning Payment Schedule Addendum are updated on the first day of January each year. Landlord shall return the Security Deposit to Tenant(s), within thirty (30) days or within fifteen (15) days after receipt of Tenant's new mailing address, whichever is later less the costs of such repairs, unearned broker's commissions and any unpaid costs owed by Tenant(s) to Landlord, without a credit

for any interest that may have accrued thereon. If there is damage to the Premises, this period shall be extended by thirty days (30 days). The Security Deposit shall not be applied to unpaid rent that may be owing as of the date of termination; however, Landlord may, at its election, retain any balance of the Security Deposit due to Tenant(s) and apply the same to unpaid rent due if Tenant(s) fails or refuses to pay any unpaid rent or other charges due as of the date of termination.

Tenant(s) shall within thirty (30) days of termination of the lease agreement, notify Landlord of Tenant's new mailing address where payment and notice may be made or mailed. Tenant(s) agrees that in the event a payment made by Landlord, by check, to Tenant(s), is not cashed within 90 days of issuance of the check, then Tenant(s) shall be conclusively deemed to have waived said payment. Interest earned on deposit held in Landlords financial institution shall become property of the Landlord. Notwithstanding anything in this paragraph to the contrary, the security deposit shall not be construed to be a limitation on Tenant's responsibility for failing to discharge Tenant's duties in this lease agreement, including but not limited to: cleaning, maintenance and repair. If no forwarding address is given Landlord will use the last known address.

By initialing below, you acknowledge and agree to the terms in Section 2.

X_____

Sweetwater County Community Mental Health Board, d/b/a/ Southwest Counseling Services

3. Policies and Procedures

3.1 PARKING

Tenant(s) may park up to two vehicles in areas that are designed and designated for parking vehicles only. All vehicles must be properly licensed and in working condition. Improperly parked or stored vehicles may be towed at Tenant's expense without notice. Tenant(s) is responsible for any damage to the premises resulting from improperly parked or stored vehicles. Landlord may require Tenant(s) to identify vehicles that are to be parked on the premises.

3.2 DISHONORED CHECKS

In the event Tenant(s) make a payment that is dishonored, Tenant(s) agrees to replace said check with certified funds within 24 hours of the dishonor, pay a $45.00 dishonored check fee, pay all fees charged to the Landlord by the Landlord's financial institution and rent shall be considered unpaid and late and Tenant(s) is subject to all penalties and late fees as described in paragraph 1.7 above until all late fees and rent is paid in full. In addition, Landlord, in its sole discretion, may require that Tenant(s) make all future payments by Pay Near Me or cashier's check.

3.3 EARLY TERMINATION

If if Tenant(s) desires to terminate this Residential Lease Agreement at any time after the first 60 days of its term, but prior to the end of said term, the following is required: (a) written notice of termination to Landlord in the manner provided in Paragraph 2.4 below; (b) all lease payments and charges paid through the date of termination; (c) payment of a termination fee equal to 2 times the initial monthly rental rate;

(d) payment of a turn over fee of $500.00 dollars; (e.) lock changing fee of $175.00 dollars; (f) Tenant(s)

shall be in full compliance with all other applicable terms and conditions of this Residential Lease Agreement.

3.4 NOTICE OF TERMINATION

A notice of termination given by Tenant(s) shall not be effective until the last day of the full month following the month in which the notice is given and the following conditions have been met; the notice of termination given by Tenant(s), has been delivered in writing, includes a date of notice, and a receipt of notice by Landlord; all financial obligations, including rent payments, are current and have been paid through the date of termination; all terms of the lease agreement have been met. If the notice of termination is delivered by mail, the postmark on the envelope will be considered the date of notification.

3.5 NOTICE

All notices required or permitted under this Agreement shall be delivered electronically through the Tenant Portal and by email. The parties agree that email shall serve as the primary and official method of communication.

Tenant Portal Access:

https://passport.appf.io/sign_in?idp_type=tportal&vhostless=true&waldo=true

Tenant acknowledges and represents that Tenant maintains an active, regularly monitored email account. Tenant further acknowledges and agrees that the email address used by Tenant to complete the rental application shall be deemed Tenant's official email address for purposes of notice under this Agreement unless and until Tenant provides written notice to Landlord of a change of email address.

Tenant is solely responsible for maintaining access to the designated email account, monitoring incoming communications, and ensuring that Landlord's email address is not blocked, filtered, or directed to a spam or junk folder. Failure to access, review, or respond to email communications shall not invalidate or delay the effectiveness of any notice properly delivered pursuant to this Agreement.

Notices from Tenant to Landlord

Tenant shall deliver all required notices to Landlord by:

1. Submission through the Tenant Portal; and
2. Email to the email address designated by Landlord.

Text messaging may be used for courtesy communication but shall not replace required written notice unless expressly acknowledged in writing by Landlord.

Landlord Texting Number: (205) 273-9978

Landlord's mailing address for formal correspondence, if required:
1993 Dewar Drive, Suite 1, #255
Rock Springs, WY 82901

Notices from Landlord to Tenant

Landlord shall deliver notices to Tenant by:

1. Posting to the Tenant Portal; and
2. Email to the email address used by Tenant for completing the rental application during onboarding or most recently updated in writing.

Text messaging to the phone number provided by Tenant may be used as supplemental notification but shall not replace official electronic notice.

Electronic notices delivered through the Tenant Portal or by email shall be deemed delivered on the date and time sent, regardless of whether the notice is opened, read, or acknowledged by Tenant.

Tenant acknowledges responsibility for maintaining current and functioning email access and Tenant Portal access.

If Tenant fails to respond to electronic notice, Landlord may, at its option:

- Send notice via U.S. Mail (regular or certified), and/or

- Post the notice on the primary entrance door of the Premises.

Tenant agrees to pay a Service Fee of $85.00 for any notice required to be delivered by certified mail or physical posting due to Tenant's failure to maintain electronic communication access or respond to electronic notice.

Notices sent by U.S. Mail shall be deemed delivered on the date of postmark.

Either party must notify the other in writing of any change to email address, phone number, or mailing address within five (5) days of such change. Failure to update contact information shall not invalidate otherwise properly delivered notice.

By initialing below, you acknowledge and agree to the terms in Section 3.

X_____

Sweetwater County Community Mental Health Board, d/b/a/ Southwest Counseling Services

4. Responsibilities

4.1 PAYMENT OF UTILITIES

Regarding payment of utilities consumed on the leased premises Landlord and Tenant(s) agree that utilities shall be paid as follows: gas, electricity and water shall be paid by Tenant(s). Gas and electric utility accounts must be established in Tenant's name prior to occupancy by Tenant(s). Water is billed by Landlord at $25.00 per month. If Tenant(s) fails to maintain the gas, and electric accounts in Tenant's name Tenant(s) shall be in default of this Lease Agreement. In that event, and in addition to all other rights and remedies of Landlord, Tenant(s) will be charged the cost of utilities consumed, and a $65.00 Service Fee per month per utility invoice paid by Landlord.

4.2 APPLICATION OF PAYMENTS

Regardless of any instructions which Tenant(s) may subsequently give to the contrary to Landlord, all payments made by Tenant(s) shall be applied to outstanding amounts due from Tenant(s) in the following order of priority:

a. Outstanding financial obligations paid in installments;

b. Gas, Electric, & Water bills for which Tenant(s) is responsible;

c. Service fee, penalties, fees for notification of default or non-compliance, and liquidated damage assessments;

d. Parking penalties;

e. Lease payments

4.3 DEFAULT

The parties agree that time of payment for all payments due hereunder is of the essence of this contract. In the event Tenant(s) fails to make any payment due hereunder within the times specified in this agreement; or if unauthorized pets or other animals shall be found on the premises; or if Tenant(s) or any guests smoke inside the apartment at any time; or if Tenant(s) fails to reimburse Landlord for damages, repairs or plumbing service costs when due; or if Tenant(s) fails to maintain utilities in his/her name; or if Tenant(s), his/her guests, or other occupants violate this agreement, house rules, pet

addendum, or applicable state and local laws; or if Tenant(s) abandons the premises; or if Tenant(s),

guests or other occupants threaten or assault or use abusive or offensive language against other Tenant(s), or any agent, employee or representative of the property owner or Landlord; or in the event Tenant(s) fails to cure any other default in performance of the duties and obligations assumed by him/her hereunder , then Landlord shall:

Take possession of the premises on a date certain, which date Landlord will specify to Tenant(s). Tenant's obligations to Landlord under this lease agreement shall continue until the premises is relet to a new Tenant(s). Tenant(s) will remain responsible for all rent, accrued late fees, costs accrued in the Landlord taking possession of the premises, restoring the premises to the condition it was in at the time of delivery to Tenant(s), any security deposit will be forfeited, and Tenant(s) will be charged a termination fee equal to two times the initial monthly rental rate, a turn over fee of $500.00, and a lock changing fee of $175.00.

The parties agree that the remedies given to the Landlord herein are not exclusive, that in the event of default or breach Landlord may avail itself of forcible entry and detainer or any other remedy afforded by law, equity or this agreement, that Landlord may maintain and prosecute any and every such remedy, contemporaneously or otherwise, with any of the remedies herein given, and that Tenant(s) shall be responsible for all costs and expenses, including a reasonable attorney fee, incurred by Landlord in exercising said remedies and in restoring the premises to the condition it was in at the time of delivery, normal wear and tear excepted.

4.4 LIQUIDATED DAMAGES

Liquidated damages may be collected by Landlord from Tenant(s) for the Tenant(s) defaulting on the terms of the Lease Agreement, House Rules Addendum, Pet Addendum or any other terms agreed to in writing. Liquidated damages shall be billed at a rate of $85.00 dollars per occurrence. Damages assessed shall be in addition to labor and Service Fees incurred by Tenant(s) due to Landlord or Landlord's agent having to perform any necessary tasks, maintenance and safety protocol not performed by Tenant(s) required to correct the default. Damages assessed shall be in addition to actual damages caused to third parties

4.5 MAINTENANCE

Tenant(s) shall keep and maintain the premises in the same condition as when received by the Tenant(s), reasonable wear and tear excepted. With the exception of necessary repairs to the plumbing, heating, electrical systems, and appliances, Tenant(s) shall do all maintenance and repairs, at Tenants's expense, and shall return the premises in good condition at the termination of this agreement. Those repairs required of Landlord shall be promptly reported to Landlord via the Tenant Portal (https://passport.appf.io/sign_in?idp_type=tportal&vhostless=true&waldo=true) or in case of emergency via text to (205) 273-9978. In case of malfunction of equipment or utilities, or damage by fire, water, or other cause, Tenant(s) shall notify Landlord immediatly, and Lessor shall act with due diligence in making repairs. Lease Payments shall not abate during the period of repair. If the damaged premises are unfit for occupancy, Landlord shall within a reasonable time in writing inform Tenant(s) whether it intends to terminate the contract or repair said premises. If Landlord elects to repair the premises, said repairs shall be undertaken with due diligence. Landlord will not compensate Tenant(s) for any inconvenience or cost incurred by Tenant(s) as a result of the malfunction or repair. If this Lease Agreement is terminated due to damage rendering the premises unfit for occupancy, rent will be pro-rated to the date of termination and the balance of prepaid rent shall be refunded along with the Security Deposit, less applicable deductions. Tenant(s) is responsible to keep sidewalks and parking areas clear including clearing any snow and ice.

4.6 QUIET ENJOYMENT

Tenant(s) acknowledge that the premises are part of a multi-tenant property and that all residents are entitled to the quiet enjoyment and peaceful occupancy of their dwelling units. Tenant(s) shall conduct themselves, and shall ensure that all occupants, guests, invitees, and visitors conduct themselves, in a manner that does not disturb or interfere with the rights, comfort, safety, or quiet enjoyment of other tenants or neighboring occupants.

Tenant(s) shall not permit or engage in any excessive noise, loud music, disruptive gatherings, shouting, abusive or offensive language, or any other activity that can be heard outside the premises or that unreasonably disturbs other residents. Tenant(s) shall be responsible for the conduct of all occupants and guests in or about the premises and shall ensure compliance with all house rules and community standards established by Landlord.

Any disturbance, nuisance, disorderly conduct, or interference with the quiet enjoyment of other residents by Tenant(s), occupants, or guests shall constitute a violation of this Lease Agreement and will be treated as a default under the provisions of this Lease.

Landlord reserves the right to require Tenant(s) to immediately cease any activity

not specifically authorized herein. By initialing below, you acknowledge and

agree to the terms in Section 4.

X_____

Sweetwater County Community Mental Health Board, d/b/a/ Southwest Counseling Services

5. General Clauses

5.1 INSPECTION OF PREMISES AND PERSONAL PROPERTY OF LESSOR

Tenant(s) acknowledges having had a reasonable opportunity to inspect the premises, and hereby waives any right to claim damages from Landlord for injury or inconvenience arising from the conditions of the premises which such an inspection would reveal. The furnishings and personal property of Landlord at and upon the premises are accepted as they are. Tenant(s) acknowledges having inspected the same. None of said personal property shall be removed from the described premises. The parties acknowledge that the following personal property in the premises is the property of Landlord:

Refrigerator

Dishwasher

Range/Oven

5.2 USE OF PREMISES

The premises shall be used as a residence only by the undersigned adults and the following named individuals who have the relationship indicated to said named adults:

Name:

Occupancy by any other people staying over 7 days will be considered to be in violation of this provision unless prior written consent is given by the Landlord.

Tenant(s) shall not use the premises, nor permit the same to be used, for any offensive purpose or for any purpose prohibited by law. In addition, Tenant(s) shall not sublet the premises or assign this agreement without the prior consent of Landlord.

If Tenant(s) desires to keep a pet at and upon the premises, Tenant(s) shall be required to execute a Pet Addendum hereto, and shall be required to make additional payments, as specified in said Pet Addendum. No pets are permitted at any time under any circumstances including guests' pets, unless and until said Pet Addendum is executed.

5.3 ALTERATIONS

Tenant(s) shall make no alterations or changes in or upon said premises unless agreed to in writing by Landlord.

5.4 ACCESS TO PREMISES BY LESSOR

Except in the case of emergency or in the presence of a law enforcement officer performing a welfare check, Landlord agrees to give 24 hours' notice to Tenant(s) prior to entering the premises. Landlord shall have access to the premises at any reasonable time and shall have the right, at all reasonable times, to enter the premises for the purpose of showing the unit to prospective tenants or buyers, examining the unit, or performing such repairs or alterations as Landlord may deem necessary. In the case of emergency, no notice need be given by Landlord to Tenant(s). Landlord may access the exterior of the property to examine the property and perform any repairs or maintenance at any reasonable time without notice to Tenant(s). Tenant(s) shall not change the locks to the premises without Landlord's written consent.

5.5 INDEMNIFICATION

Tenant(s) agrees that Landlord is not liable for any damage incurred by Tenant(s) which is caused by fire, vandalism, casualty, loose gravel, loose dirt, uneven concrete, uneven pavement, water, rain, snow, ice, hail, smoke, explosions, sonic boom, act of God or any other causes whatsoever; or for any losses incurred by Tenant(s) resulting from the theft or breaking into of Tenant's property; or for any personal injury incurred by either Tenant's or guests or invitees of Tenant(s) occurring upon the premises. Any personal property of Tenant(s) stored on the premises is stored solely at Tenant's own risk. Tenant(s) hereby indemnifies and agrees to hold Landlord harmless from any liability or damages in any way connected to the leased premises claimed or incurred by Tenant(s), Tenant's guests, licensees and invitees caused by other Tenant's or other persons.

5.6 INSURANCE

Tenant(s) is recommended to obtain at his/her expense rental insurance insuring Tenant's property against loss by fire or other casualty. It shall also be the responsibility of Tenant to maintain at his/her expense personal insurance.

5.7 MONTH TO MONTH TENANCY

If tenancy under this agreement becomes month-to-month, Tenant(s) shall continue to be liable for rent through the last day of the month following the month in which Tenant(s) gives written notice of termination.

Due to increases in sewer, trash collection, insurance and other operating expenses, Tenant(s) may increase month-to-month rent payments provided that notice of each rent increase is given at least 30 days before the increase becomes effective.

5.8 ABANDONMENT

Abandonment shall have occurred if (a) without notifying Landlord, Tenant(s) is absent from the

premises for 15 days while rent is due and Tenant's possessions remain, or (b) without Notifying Landlord, Tenant(s) is absent for 1 day while rent is due and Tenant's possession have been removed from the premises. If Tenant(s) abandons the premises, Landlord may retake the premises and exercise its default remedies. Tenant(s) shall promptly remove all personal property of Tenant(s) upon termination of this Lease Agreement.

5.9 PERSONAL PROPERTY

Upon termination of this lease agreement, regardless of how terminated, Tenant(s) agrees to remove all personal property from the premises prior to Landlord taking possession. Tenant(s) agrees any items remaining on the premises after Landlord takes possession of the premises will be deemed valueless and will be removed by Landlord according to applicable Wyoming Statutes.

5.10 PEACEFUL SURRENDER

No failure of Landlord to enforce any part of this agreement shall be deemed a waiver, nor shall any acceptance of a partial payment of rent or other payments be deemed a waiver of Landlords's right to payment in full.

6.1 Immunities not waived; soveirgn immunity expressly reserved

The Parties acknowledge that Tenant is the Sweetwater County Community Mental Health Board, d/b/a Southwest Counseling Services. The Parties further acknowledge that Tenant is a governmental entity and a political subdivision of Sweetwater County, Wyoming. As such, by executing the instant agreement, the Parties acknowledge that Tenant reserves all defenses and immunities available to it by law, including but not limited to sovereign immunity pursuant to the Wyoming Governmental Calims Act, Wyo. Stt. Ann. § 1-39-103 Iet. Seq. Soverreign immunity is expressly reserved by Tenant.

By initialing below, you acknowledge and agree to the terms in Section 5.

X_____

Sweetwater County Community Mental Health Board, d/b/a/ Southwest Counseling Services

6. Shadow RidgeHouse Rules

6.1 1.1 HOUSE RULES

1. This Addendum is attached to and made a part of that certain Lease Agreement for
   104 C Skyline Drive
   Rock Springs, WY 82901
   between the Sweetwater County Commuity Mental Health Board, d/b/a Southwest Counseling Services, , (Tenant(s)) And The Marincic Property Company LLC (Landlord) dated 09/16/2026 , and amends and/or supplements the Lease Agreement. In the event of a conflict between the terms of this Addendum and the Lease Agreement, the terms of this Addendum shall govern and control.

In addition to the remedies available to Landlord for a default of the Lease Agreement and Addendum, Tenant(s) may be subject to an assessment of damages, fees and penalties as described in the above referenced Lease Agreement. Each occurrence of a violation will be considered separate and subject to individual assessments.

1. Tenant(s) shall not conduct nor allow loud parties or noisy activities in the apartment or in any manner create disturbances that would annoy other residents or the community. All noise must cease after 10:00 pm.
2. Tenant(s) are responsible for all actions of guests while on property
3. No antennas of any description shall be installed on the building without permission from Landlord
4. Tenant(s) is responsible to keep the front and rear of the unit dear of any and all debris. No personal items are to be stored outside in the front of the unit or decorating to be permitted without written consent from Landlord.
5. Unless notified otherwise, Tenant(s) may keep a single barbeque, outdoor patio furniture, and bicycles in the back patio area. Landlord may, at Landlords's sole discretion, require any items including barbeques, outdoor patio furniture, and bicycles be removed regardless of a prior arrangement. Landlord is not responsible for any damage or loss of any items on Shadow Ridge Apartments property. Tenant(s) must keep the parking area, sidewalk directly in front of, and back patio area immediately behind Tenants' unit clean and clear of weeds, debris and snow and ice. This includes but is not limited to advertisements, flyers or notices.
6. Barbeques may not be stored next to the building and must be as far from the building as possible (no less than 10 ft) without blocking the sidwalk that runs between the buildings.
7. All Residents shall bag, secure, and deposit all household garbage, trash, and rubbish in the container provided for that purpose. Trash may never be stored outside the apartment at any time under any circumstances. Any trash left outside will be disposed of by Landlord without notice and liquidated damage assessment may be billed in addition to any labor and service charges incurred by Tenant(s) due to Landlord removing the trash, and a Service Fee of $65.00 will be charged to the apartment that the trash was taken from.
8. Shadow Ridge Apartments and Landlord will not be responsible for any personal items including mail left with an employee.
9. All vehicles parked on Shadow Ridge Apartments property must be parked in areas designated for parking and must be in running condition and licenses and registration must be current.

No more than two vehicles per apartment may be parked on Monroe Apartments property. No

trailers, motorcycles or recreational vehicles allowed at any time without written approval from management. Landlord, employees, or contractors are not responsible for any damage that occurs to any vehicle parked on Monroe Apartments property.

10. No storage of flammables: naphtha, solvents, or hazardous materials at any time under any circumstance.
11. No more than two small nail holes per wall. No wall anchors of any kind. Absolutely no holes to be made in any ceiling or anything to be attached to the ceiling under any circumstances.
12. Do not block the dumpsters. Any vehicle blocking the dumpsters will be towed at the vehicle owner's expense without notice.
13. No painting, wallpapering, or other changes in the décor of the premises may be made.
14. No pets of any kind are allowed at any time (including visiting) without written consent from Landlord. A minimum fee of $1300.00 will be charged to Lessee for any unauthorized pets.
15. No smoking inside the premises under any circumstances. If an occupant smokes inside the premises, a minimum $1000.00 liquidated damage assessment will be billed to Tenant(s) and Tenant(s) will be responsible for the cost of remediating any damage to the premises resulting from occupants smoking inside the premises.
16. No changing of the door locks without written consent from Landlord.
17. It is the Tenant's responsibility to minimize damage to the apartment due to equipment failure and Tenant(s) is responsible for clean-up.
18. If any occupant is asked not to run water and does, any damage is caused to their own or another apartment as a result of running the water, Tenant(s)s will be held responsible for any further damages caused to Shadow Ridge Apartments property.
19. Egress to and from doors and windows may not be obstructed.
20. No items of any kind may be stored in the utility closet containing the boiler and hot water heater.
21. Tenant(s) may keep a container in the back patio area for the collection of cigarettes and ashes. The container must be non-flammable and secure.
22. During regular business hours, for keys that are picked up by Tenant(s) at the leasing office, Lessor will charge $5.00 per key to replace keys at the request of Tenant(s) There will be a $50.00 charge to unlock an apartment during regular business hours and $75.00 to unlock an apartment after business hours or on weekends, or holidays. Service to unlock and apartment after hours or on weekends is not guaranteed and may not be available.
23. Dumpsters are provided for household garbage only. Boxes, moving materials, furniture or non-household garbage may not be deposited in or near the dumpsters provided, or anywhere on Shadow Ridge Apartments property at any time under any circumstance. Tenant(s) will be charged for any costs accrued by Landlord for the removal of improperly deposited garbage or waste in addition to liquidated damages assessments.

Landlord reserves the right to change policies and fees with a 5 day written notice to Tenant(s). I **have read, understood, and agree to abide by these policies.**

By signing below, you acknowledge and agree to the terms in Section 6.

X _____

Lessee Sweetwater County Community Mental Health Board, d/b/a/ Southwest Counseling Services

_____

Date Signed

7. 1. Disclosure of Information on Lead-Based Paint and/orLead - Based Paint Hazards Target Housing Rentals and Leases

7.1 LEAD-BASED PAINT

TO BE COMPLETED BY LANDLORD AND DELIVERED TO TENANT PROPERTY ADDRESS:

104 C Skyline Drive
Rock Springs, WY 82901
,Skyline Drive

Rock Springs, WY 82901

APPROXIMATE YEAR OF CONSTRUCTION: 1978

Any reference to "Broker" throughout this Disclosure and any associated real estate form shall mean "Responsible Broker, Associate Broker, or Salesperson".

For the purposes of this Disclosure only, Owner shall be deemed to be Landlord.

7.2 LEAD WARNING STATEMENT

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known paint and/or lead-based paint hazards in the welling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

7.3 LANDLORD DISCLOSURE--- TO BE COMPLETED BY LANDLORD/LESSOR BEFORE RENTING PRE-1978 HOUSING

The property has not been tested for lead-based paint and it is unknown if there is lead based paint present.

7.4 LANDLORD ACKNOWLEDGMENT

Landlord and Broker acknowledge that Landlord has been informed of Landlord obligations to provide Tenant with the EPA approved pamphlet, *Protect Your Family From Lead in Your Home* ; disclose to the presence of any known lead- based paint or lead-based paint hazards in the housing being leased; disclose to the real estate licensee the presence of any known lead-based paint or lead-based paint hazards in the target housing and the existence of any available records or reports pertaining to the same; and provide those records or reports to the Tenant. Landlord/ Broker is aware that civil and criminal penalties may be imposed if the Landlord fails to comply with these obligations. Landlord/ Broker must retain a copy of this disclosure for not less than three years from the commencement of the rental period.

7.5 TENANT/LESSEE'S ACKNOWLEDGMENT

By acknowledging this disclosure below, Teant is acknowledging that:

Landlord has no knowledge of lead based paint and/or lead based paint hazards in the housing.

Tenant has read the Lead Warning Statement above and understands its contents.

Tenant has received and reviewed the pamphlet *Protect Your Family from Lead in Your Home* .

7.6 LICENSEE ACKNOWLEDGMENT

By signing below: Broker acknowledges Broker has informed Lessor of Lessor's obligations under the Lead-based Paint Hazard Reduction Act and is aware of his/her responsibility to ensure Compliance

7.7 CERTIFICATION OF ACCURACY

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is True and accurate.

SUBSTANTIAL PENALTIES EXIST FOR FAILURE TO COMPLY WITH FEDERAL LEAD-BASED PAINT DISCLOSURE LAWS

By signing below, you acknowledge and agree to the terms in Section 7.

X _____

Lessee

Sweetwater County Community Mental Health Board, d/b/a/ Southwest Counseling Services

_____

Date Signed







Protect Your Family From Lead in Your Home

United States Environmental Protection Agency

United States Consumer Product Safety Commission

United States Department of Housing and Urban Development

March 2021

Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

Read this entire brochure to learn:

- How lead gets into the body
- How lead afects health
- What you can do to protect your family
- Where to go for more information

Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specifc warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint or lead-based paint hazards before leases take efect. Leases must include a specifc warning statement about lead-based paint.

If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certifed Guide to Renovate Right,* to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



Simple Steps to Protect Your Family from Lead Hazards

If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certifed inspector or risk assessor at epa.gov/lead.
- Talk to your landlord about fxing surfaces with peeling or chipping paint.
- Regularly clean foors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certifed renovation frms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifers, and toys often.
- Make sure children eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- Remove shoes or wipe soil of shoes before entering your house.

Lead Gets into the Body in Many Ways

Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging efects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



Women of childbearing age should know that lead is dangerous to a developing fetus.

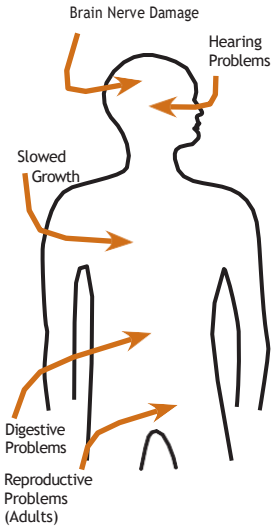
- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

Health Efects of Lead

Lead afects the body in many ways. It is important to know that even exposure to low levels of lead can severely harm children.

In children, exposure to lead can cause:

- Nervous system and kidney damage
- Learning disabilities, attention-defcit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage



While low-lead exposure is most common, exposure to high amounts of lead can have devastating efects on children, including seizures, unconsciousness, and in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

Check Your Family for Lead

Get your children and home tested if you think your home has lead.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

Your doctor can explain what the test results mean and if more testing will be needed.

Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.[1]

Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint. In 1978, the federal government banned consumer uses of lead-containing paint.[2]

Learn how to determine if paint is lead-based paint on page 7.

Lead can be found:

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- In soil around a home. (Soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars.)

Learn more about where lead is found at epa.gov/lead.

[1] "Lead-based paint" is currently defned by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm^2), or more than 0.5% by weight.

[2] "Lead-containing paint" is currently defned by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

Identifying Lead-Based Paint and Lead-Based Paint Hazards

Deteriorated lead-based paint (peeling, chipping, chalking, cracking, or damaged paint) is a hazard and needs immediate attention. **Lead-based paint** may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

Lead-based paint is usually not a hazard if it is in good condition and if it is not on an impact or friction surface like a window.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defnes the following levels of lead in dust as hazardous:

- 10 micrograms per square foot ($\mu g/ft^2$) and higher for foors, including carpeted foors
- 100 $\mu g/ft^2$ and higher for interior window sills

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defnes the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.

The only way to fnd out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

Checking Your Home for Lead

You can get your home tested for lead in several diferent ways:

- A lead-based paint **inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certifed testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:
  - Portable x-ray fuorescence (XRF) machine
  - Lab tests of paint samples



- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certifed testing professional, called a risk assessor, will:
  - Sample paint that is deteriorated on doors, windows, foors, stairs, and walls
  - Sample dust near painted surfaces and sample bare soil in the yard
  - Get lab tests of paint, dust, and soil samples
- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.

Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.

Checking Your Home for Lead, continued

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certifed renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certifed lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and efectively. Contact your state or local agency for more information, visit epa.gov/lead, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.[3]

[3] Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

What You Can Do Now to Protect Your Family

If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean foors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifers, toys, and stufed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certifed renovation frms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

Reducing Lead Hazards

Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.



- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certifed renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
- To remove lead hazards permanently, you should hire a certifed lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.

Always use a certifed contractor who is trained to address lead hazards safely.

- Hire a Lead-Safe Certifed frm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certifed lead abatement contractor. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certifed contractors will employ qualifed workers and follow strict safety rules as set by their state or by the federal government.

Reducing Lead Hazards, continued

If your home has had lead abatement work done or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- 10 micrograms per square foot (µg/ft^2) for floors, including carpeted floors
- 100 µg/ft^2 for interior windows sills
- 400 µg/ft^2 for window troughs

Abatements are designed to permanently eliminate lead-based paint hazards. However, lead dust can be reintroduced into an abated area.

- Use a HEPA vacuum on all furniture and other items returned to the area, to reduce the potential for reintroducing lead dust.
- Regularly clean floors, window sills, troughs, and other hard surfaces with a damp cloth or sponge and a general all-purpose cleaner.

Please see page 9 for more information on steps you can take to protect your home after the abatement. For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 15 and 16), epa.gov/lead, or call 1-800-424-LEAD.

Renovating, Repairing or Painting a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certifed frm approved by EPA or an EPA-authorized state program
- Use qualifed trained individuals (Lead-Safe Certifed renovators) who follow specifc lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certifed Guide to Renovate Right*



RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
  - Open-fame burning or torching
  - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment
  - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects, visit epa.gov/getleadsafe, or read *The Lead-Safe Certifed Guide to Renovate Right.*

Other Sources of Lead

Lead in Drinking Water

The most common sources of lead in drinking water are lead pipes, faucets, and fxtures.

Lead pipes are more likely to be found in older cities and homes built before 1986.

You can't smell or taste lead in drinking water.

To fnd out for certain if you have lead in drinking water, have your water tested.

Remember older homes with a private well can also have plumbing materials that contain lead.

Important Steps You Can Take to Reduce Lead in Drinking Water

- Use only cold water for drinking, cooking and making baby formula. Remember, boiling water does not remove lead from water.
- Before drinking, fush your home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes.
- Regularly clean your faucet's screen (also known as an aerator).
- If you use a flter certifed to remove lead, don't forget to read the directions to learn when to change the cartridge. Using a flter after it has expired can make it less efective at removing lead.

Contact your water company to determine if the pipe that connects your home to the water main (called a service line) is made from lead. Your area's water company can also provide information about the lead levels in your system's drinking water.

For more information about lead in drinking water, please contact EPA's Safe Drinking Water Hotline at 1-800-426-4791. If you have other questions about lead poisoning prevention, call 1-800 424-LEAD.*

Call your local health department or water company to fnd out about testing your water, or visit epa.gov/safewater for EPA's lead in drinking water information. Some states or utilities ofer programs to pay for water testing for residents. Contact your state or local water company to learn more.

* Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

Other Sources of Lead, continued

- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refnishing furniture. Call your local health department for information about hobbies that may use lead.
- Old **toys** and **furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.[4]
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as "**greta**" and "**azarcon**," used to treat an upset stomach.

[4] In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint. In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products.

For More Information

The National Lead Information Center
Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at epa.gov/lead and hud.gov/lead, or call **1-800-424-LEAD (5323).**

EPA's Safe Drinking Water Hotline
For information about lead in drinking water, call **1-800-426-4791**, or visit epa.gov/safewater for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline
For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772**, or visit CPSC's website at cpsc.gov or saferproducts.gov.

State and Local Health and Environmental Agencies
Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on fnding a lead abatement frm in your area, and on possible sources of fnancial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at epa.gov/lead, or contact the National Lead Information Center at **1-800-424-LEAD**.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at **1-800-877-8339**.

U. S. Environmental Protection Agency (EPA) Regional Ofces

The mission of EPA is to protect human health and the environment. Your Regional EPA Ofce can provide further information regarding regulations and lead protection programs.

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact
U.S. EPA Region 1
5 Post Ofce Square, Suite 100, OES 05-4
Boston, MA 02109-3912
(888) 372-7341

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679
(732) 906-6809

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)

Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA 19103
(215) 814-2088

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact
U.S. EPA Region 4
AFC Tower, 12th Floor, Air, Pesticides & Toxics
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact
U.S. EPA Region 5 (LL-17J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 353-3808

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)

Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-2704

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact
U.S. EPA Region 7
11201 Renner Blvd.
Lenexa, KS 66219
(800) 223-0425

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop St.
Denver, CO 80202
(303) 312-6966

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. EPA Region 9 (CMD-4-2)
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4280

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10 (20-C04)
Air and Toxics Enforcement Section
1200 Sixth Avenue, Suite 155
Seattle, WA 98101
(206) 553-1200

Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

CPSC
4330 East West Highway
Bethesda, MD 20814-4421
1-800-638-2772
cpsc.gov or saferproducts.gov

U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality afordable homes for all. Contact to Ofce of Lead Hazard Control and Healthy Homes for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

HUD
451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
(202) 402-7698
hud.gov/lead

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U. S. EPA Washington DC 20460
U. S. CPSC Bethesda MD 20814
U. S. HUD Washington DC 20410

EPA-747-K-12-001
March 2021

IMPORTANT!

Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).

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LBP_Brochure.pdf

X _____

Lessee Sweetwater County Community Mental Health Board, d/b/a/ Southwest Counseling Services

_____

Date Signed

To obtain mailbox keys and get a mailbox assigned to you, please take a copy of your lease to the Post Office located at:

Shadow Ridge Apartments Tenants: 2829 Commercial Way, Rock Springs, WY 82901.

Monroe Apartments Tenants: 350 Uinta Dr, Green River, WY 82935

The Post Office is open from the hours of
9am-5pm during weekdays, and 9am-12pm on Saturdays.

If you have any further questions, contact the Post Office at 1-800-275-8777.

HomeSmart

1993 Dewar Drive, Suite 1 • #255 • Rock Springs, WY 82901
(307) 224-0575

9

Mail_Box_Keys.pdf

X _____

Lessee Sweetwater County Community Mental Health Board, d/b/a/ Southwest Counseling Services

_____

Date Signed

PROPERTY SURVEY

Property Address _____ Date _____

Owner _____

Tenants _____ Phone# _____

Tenants _____ Phone# _____

Tenants _____ Phone# _____

Tenants _____ Phone# _____

CODE | A= Acceptable | U = Unacceptable | H/S = Health & Safety | N/A = Not Applicable

	Photo	*Condition*	Recommendations
GENERAL EXTERIOR	☐		
Paint	☐	0 A O UO H/S O N/A	
Dry rot	☐	OA OU O H/SO N/A	
Roof	☐	0 A O UO H/S O N/A	
Gutters		0 A O UO H/S O N/A	
GENERAL INTERIOR	☐		
Paint	☐	I IA I IU O H/SI IN/A	
Flooring		DA OuOH/sON/A	
OUTSIDE **AREAS**	☐		
Front porch	☐	0 A O UO H/S O N/A	
Front yard	☐	A OuOH/SON/A	
Side yards	☐	0 A O UO H/S O N/A	
Back Yard	☐	0 A O UO H/S O N/A	
Decks, if applicable	☐	0 A O UO H/S O N/A	
Drive way		0 A O UO H/S O N/A	
LANDSCAPE, FRONT			
Trees/Shrubs	☐	0 A I IUI IH/SI IN/A	
Grass	☐	0 A O UO H/S O N/A	
Ground Cover/Bark/Rock	☐	0 A O UO H/S O N/A	
Watering system	☐	0 A O UO H/S O N/A	
Other		0 A OUO H/50 N/A	
LANDSCAPE, BACK	☐		
Trees/Shrubs	☐	0 A O UO H/S O N/A	
Grass	☐	0 A O UO H/50 N/A	
Ground Cover/Bark/Rock	☐	0 A O UO H/50 N/A	
Watering system	☐	0 A O UO H/S O N/A	
Other		0 A O UO H/S O N/A	
POOL/SPA/OTHER	☐		
Pool	☐	0 A O UO H/S O N/A	
Spa	☐	0 A O UO H/50 N/A	
Waterfall	☐	0 A O UO H/50 N/A	
Other		0 A O UO H/S O N/A	
ENTRY	☐		
Floors/walls/ceiling	☐	0 A O UO H/50 N/A	
Lights/fans	☐	0 A O UO H/50 N/A	
Doors/closets	☐	0 A O UO H/S O N/A	
Windows/screens, etc.		0 A O UO H/S O N/A	

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LIVING ROOM			
Floors	☐	☐A OuDH/sON/A	
Walls/Ceiling	☐	AO U O H/S0 N/A	
lights/Fans	☐	I IA OuDH/sON/A	
Doors	☐	DA OuOH/sON/A	
Windows/screens		A DuDH/sON/A	
Window coverings	I J	I JA I IU O H/S I IN/A	
Fireplace		A OuOH/sON/A	
FAMILY ROOM	☐		**Recommendations**
Floors	☐	0 **A** r I U O **H/S O N/A**	
Walls/Ceiling		DA OuDH/sON/A	
Lights/Fans	I I	A DuDH/sON/A	
Doors	☐	DA OuDH/sON/A	
Windows/Screens	☐	DA DuDH/sON/A	
Window coverings		DA DuDH/sON/A	
Fireplace	I J	A Du DH/SON/A	
DINING ROOM/AREA	☐	☐	
Floors	☐	A OuOH/sON/A	
Walls/Ceilings	☐	A ou HJsON/A	
Lights/Fans	☐	A OuDH/sON/A	
Doors	☐	r I A O U O H/S O N/A	
Windows/screens	☐	DA OuOH/sON/A	
Window coverings		A DuDH/sON/A	
HALLWAY		☐	
Floors	I J	A OuDH/sON/A	
Walls/Ceiling	☐	DA DuDH/SON/A	
Lights	☐	DA OuDH/sON/A	
Doors	☐	DA DuOH/sON/A	
Hardware	☐	A DuDH/sON/A	
Windows		I IA DuDH/sON/A	
KITCHEN	r I	r I A O U O H/S O **N/A**	
Floors		AO U O H/S0 N/A	
Walls/Ceilings	I J	I JA I JU O H/S I J N/A	
Lights/Fans		DA OuOH/sON/A	
Doors	I I	A OuOH/sON/A	
Windows/Screens/Drape		A Du DH/SON/A	
Sink/Faucets	I **J**	A DuDH/sON/A	
Dishwasher	☐	DA DuDH/sON/A	
Garbage Disposal	☐	DA DuDH/sON/A	
Stove/Oven/Microwave	☐	DA DuDH/sON/A	
Refrigerator, if applicable	☐	A DuDH/sON/A	
Countertops		A DuDH/sON/A	
Cabinets	I I	0 **A O U O H/S LJ N/A**	
MASTER BEDROOM			
Floors	I J	DA DuOH/sON/A	
Walls	☐	DA OuOH/sON/A	
Ceiling		DA DuDH/sON/A	
Lights/Fans	I I	DA DuDH/sON/A	
Doors	☐	A DuOH/sON/A	
Windows	☐	DA Du DH/sON/A	
Window coverings	☐	A uDH/sON/A	
Screens	☐	DA DuDH/sON/A	
Fireplace	☐	I IA I **IUOH/SON/A**	
Closets		A DuOH/sON/A	

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BEDROOM 1			
Floors	☐	☐ A nuOH/sON/A	
Walls	☐	A DuDH/sON/A	
Ceiling	☐	A uDH/sON/A	
lights/Fans	☐	A DuDH/sON/A	
Doors	☐	DA DuDH/sON/A	
Windows	☐	☐ **A** u H/SI JN/A	
Window coverings	☐	ADU **H/S0 N/A**	
Screens	☐	**A** u **H/S0 N/A**	
Closets		**A** u **H/S0 N/A**	
BEDROOM 2	☐	☐	**Recommendations**
Floors	☐	ADU **H/S0 N/A**	
Walls	☐	DA Du DH/SON/A	
Ceiling	☐	DA DuDH/sON/A	
lights/Fans	☐	A DuOH/sON/A	
Doors	☐	A DuDH/SON/A	
Windows	☐	**A U0 H/S0 N/A**	
Window coverings	☐	A DuOH/sON/A	
Screens	☐	ADU **H/S0 N/A**	
Closets		**A** uOHtsON/A	
BEDROOM 3	☐	☐	
Floors	☐	A DuDH/sON/A	
Walls	☐	ADU **H/S0 N/A**	
Ceiling	☐	**A** u **H/S0 N/A**	
lights/Fans	☐	DA DuOH/sON/A	
Doors	☐	DA DuDH/sON/A	
Windows	☐	A DuDH/sON/A	
Window coverings	☐	ADU **H/S0 N/A**	
Screens	☐	**A U O H/S0 N/A**	
Closets		A DuOH/sON/A	
BEDROOM4	☐	☐	
Floors	☐	A DuOH/sON/A	
Walls	☐	**A** u H/SI **J N/A**	
Ceiling	☐	☐ **A** uOH/sON/A	
lights/Fans	☐	A DuOH/sON/A	
Doors	☐	A DuOH/sON/A	
Windows	☐	**A** uOH/sD N/A	
Window coverings	☐	DA DuOH/sON/A	
Screens	☐	A DuDH/sON/A	
Closets		A DuDH/sON/A	
BEDROOM 5	☐	☐	
Floors	☐	ADU H/S0 N/A	
Walls	☐	A u H/SI JN/A	
Ceiling	☐	A U O H/S0 N/A	
Lights/Fans	☐	☐ A u H/SI IN/A	
Doors	☐	A DuDH/sON/A	
Windows		A UOH/SON/A	
Window coverings	☐	LJ A O U O H/S O N/A	
Screens	☐	0 A O U LJ H/S O N/A	
Closets		DA DuDH/sON/A	

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MASTER BATHROOM			
Floors			
Walls/Ceilings			
Lights/Fans			
Doors			
Windows/Screens/Curtain			
Sinks/Faucets			
Caulking			
Tub/Shower			
Toilet			
Countertops/Cabinets			
BATHROOM2			**Recommendations**
Floors			
Walls/Ceilings			
Lights/Fans			
Doors			
Windows/Screens/Curtain			
Sinks/Faucets			
Caulking			
Tub/Shower			
Toilet			
Countertops/Cabinets			
BATHROOM3			
Floors			
Walls/Ceilings			
Lights/Fans			
Doors			
Windows/Screens/Curtain			
Sinks/Faucets			
Caulking			
Tub/Shower			
Toilet			
Countertops/Cabinets			
GARAGE			
Walls			
Floor			
Laundry area			
Door to house			
Door to front of garage			
Side garage door to outside			
LAUNDRY/UTILITY			
Washer			
Dryer			
Sink/Faucets			
Walls/Ceilings			
Floor			
Lights/Fans			
Doors			
Windows/Screens/Curtain			

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PROPERTY SURVEY, PAGE 5,

GENERAL			
Electrical	☐	A DuDH/sON/A	
Plumbing	☐	A DuDH/sON/A	
Water Heater	☐	A OuDH/sON/A	
Heating	☐	⌈ ⌋A r ⌈ UOH/SO **N/A**	
Air-conditioning		O A O U⌈ JH/SO N/A	
	⌈ J	⌈ JA r ⌈U⌈ JH/S	**N/A**
	☐	A DuOH/s	**N/A**
		A OuDH/s	**N/A**

Additional work recommendations/comments:

Date: _____

Tenant Name: _____

_____

Tenant Signature

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Monroe

wyoapartments@gmail.com • P.O. Box 489 • Rock Springs, WY 82901
(307) 224M0575

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Property_Survey.pdf

XT?? Lessee

IP Address: 67.183.23.121
12/12/2022 11:58am MST

HomeSmart

1993 Dewar Drive, Suite 1 • #255 • Rock Springs, WY 82901
(307) 224-0575

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Property_Survey_001__1_.pdf

X _____

Lessee Sweetwater County Community Mental Health Board, d/b/a/ Southwest Counseling Services

_____

Date Signed

11. Sign and Accept

11.1 TOTALITY OF AGREEMENT

There are no verbal agreements or representations between the Lessor and the Lessee to modify the terms and conditions of this agreement. This agreement may be modified by written instrument signed by both Landlord and Tenant(s).

11.2 BINDING LEGAL OBLIGATION

By their signatures hereon the parties acknowledge that they understand this to be a legally binding agreement and that they have the unqualified right to consult an attorney of their choice prior to signing it.

X _____

Lessee Sweetwater County Community Mental Health Board, d/b/a/ Southwest Counseling Services

_____

Date Signed

X _____

Lessor

_____

Date Signed

Client Housing Occupancy Addendum

104 C Skyline Drive | Rock Springs, Wyoming 82901

Lease date	September 16, 2026
Tenant	Sweetwater County Community Mental Health Board, d/b/a Southwest Counseling Services
Landlord	The Marincic Property Company LLC
Landlord's agent	HomeSmart Realty Group

This Addendum modifies the Residential Lease Agreement identified above (the “Lease”). The parties agree as follows:

1. Authorized client housing

Tenant may use the Premises as residential housing for individuals placed there through Tenant’s client program. Each person placed by Tenant is an “Authorized Occupant.” Landlord gives continuing written consent to this use. An Authorized Occupant’s placement or replacement will not, by itself, constitute an unauthorized occupancy, sublease, or assignment under Section 5.2 of the Lease. This lease shall remain in full force and effect notwithstanding any such relocation, placement or replacement. The Parties recognize that the nature of this tenancy is somewhat unique, as it is a part of a community mental health program and that for this reason such provision is equitable in all respects.

2. Tenant retains full responsibility

Tenant remains the sole tenant under the Lease and is fully responsible for all rent and other charges, the condition and use of the Premises, and the conduct and Lease compliance of every Authorized Occupant and guest. Tenant is solely responsible for selecting, placing, orienting, supervising, managing, and removing Authorized Occupants and for providing or arranging any counseling, case management, transportation, safety planning, or other client services. Authorized Occupants do not become parties to the Lease and have no direct contractual relationship with Landlord or Landlord’s agent solely because of their occupancy.

3. No move in or move out notice required

Tenant may move Authorized Occupants into or out of the Premises without advance, contemporaneous, or later notice to The Marincic Property Company LLC or HomeSmart Realty Group and without obtaining separate approval for each person. Tenant will maintain its own accurate occupancy records and remains responsible for complying with all applicable laws and lawful occupancy limits. This paragraph does not eliminate any notice required for an emergency, maintenance condition, property damage, suspected abandonment of the Premises by Tenant, or another matter for which the Lease or applicable law requires notice.

4. No client management by Landlord or agent

Neither The Marincic Property Company LLC nor HomeSmart Realty Group is responsible for screening, selecting, supervising, monitoring, managing, transporting, counseling, or providing services to any Authorized Occupant, or for managing an Authorized Occupant's personal conduct or relationships. Tenant will be the primary contact for matters involving its client program and will promptly address Lease violations or safety concerns involving an Authorized Occupant. Nothing in this Addendum releases Landlord or Landlord's agent from duties concerning the physical condition, access, or operation of the Premises that cannot lawfully be waived or that remain expressly required by the Lease.

5. Residential use and Lease compliance

The Premises must remain residential in character. Because the Premises are intended for residential use, the Parties acknowledge that the Tenant reserves all rights as to such intended use, including but not limited to the implied warranty of habitability, which is expressly reserved herein. Tenant and all Authorized Occupants and guests must comply with the Lease, house rules, quiet-enjoyment requirements, no-smoking and pet restrictions, maintenance and reporting duties, and applicable law. Landlord retains all inspection, access, enforcement, and remedy rights stated in the Lease and applicable law.

6. Claims arising from client placement or management

To the fullest extent permitted by law, Tenant will defend, indemnify, and hold harmless Landlord and Landlord's agent from third-party claims, losses, liabilities, damages, and reasonable costs arising from Tenant's selection, placement, supervision, management, or removal of an Authorized Occupant, or from an Authorized Occupant's conduct, except to the extent caused by the negligence, willful misconduct, or breach of a nonwaivable legal or contractual duty by the party seeking protection.

7. Conflict and continuing effect

This Addendum controls if it conflicts with the Lease concerning Authorized Occupants, including the prior-consent, named-occupant, subletting, and assignment language in Section 5.2. Except as modified by this Addendum, the Lease remains unchanged and in full force. This Addendum may be signed in counterparts and electronically and becomes effective when signed by Landlord and Tenant.

8. Sovereign immunity not waived; all defenses and immunities reserved

The Parties acknowledge that Tenant is the Sweetwater Community Mental Health Board, d/b/a Southwest Counseling Services. Tenant is a political subdivision of Sweetwater County, Wyoming. By executing this instrument, the Parties acknowledge that Tenant reserves all available defenses and immunities, including but not limited to sovereign immunity and all other defenses and immunities conferred by the Wyoming Governmental Claims Act, Wyo. Stat. Ann. § 1-39-103 *et. seq.*

TENANT	**LANDLORD**
By: _____	By: _____
Name and title: _____	Name and title: _____
Date: _____	Date: _____

Southwest Counseling Service

Justification: Adding Christmas Eve as a Paid Holiday for 2026

We are requesting Board approval to add Christmas Eve as a paid holiday, aligning SCS with Sweetwater County while showing appreciation for our dedicated employees. This additional holiday would boost morale, support work-life balance, and provide staff with more time to celebrate the season with family and loved ones, while ensuring essential services remain appropriately staffed.

Operational Considerations

SCS would continue to maintain appropriate staffing in essential programs, including residential and crisis services, to ensure uninterrupted client care. Supervisors would coordinate schedules and coverage in advance to maintain safe staffing levels and meet operational needs. Employees required to work on Christmas Eve would receive applicable holiday compensation in accordance with SCS policies. This approach would allow SCS to recognize the holiday while maintaining our commitment to the individuals and community we serve.

Southwest Counseling Service

Marketing, Advertising, and Public Communications Policy

Policy Number	
Origin Date	
Revision Dates	
Reviewed Dates	
Approval Authority	SCS Leadership Team

Purpose

Establish consistent standards for marketing, advertising, promotion, and public communications by Southwest Counseling Service (SCS), ensuring accuracy, ethical practices, accessibility, confidentiality, and alignment with organizational mission and applicable accreditation expectations.

Policy Statement

SCS provides truthful, understandable, and responsible information about its behavioral health programs and services. SCS prohibits false, deceptive, discriminatory, coercive, or misleading marketing and does not promise specific treatment outcomes.

Scope

This policy applies to employees, contractors, volunteers, interns, and authorized representatives, and to websites, social media, print and digital advertising, brochures, recruitment notices, community outreach, public presentations, press releases, and other external communications.

Procedures and Responsibilities

Approval and oversight

The Executive Director or designee approves new or materially revised external marketing materials before publication. Program leaders verify program descriptions, eligibility, hours, locations, and availability. Advertisement of employment opportunities should be coordinated with Human Resources to verify accuracy.

Accuracy and transparency

Communications must accurately describe services, staff qualifications, access procedures, costs or coverage limitations when stated, and organizational affiliations. Accreditation claims may be made only when current and accurately scoped. Outdated or inaccurate materials must be promptly corrected or withdrawn.

Confidentiality and consent

Marketing must comply with HIPAA, applicable 42 CFR Part 2 protections, and SCS privacy requirements. No identifying client information, images, testimonials, or treatment details may be used without a legally-sufficient written authorization and organizational approval. Consent is

voluntary, and declining participation will not affect care. Staff must not publicly confirm whether an individual receives services, including when responding to online reviews.

Inclusion and accessibility

Materials should use respectful, person-centered, non-stigmatizing language and avoid stereotypes. SCS will consider plain language, accessible formats, and language assistance appropriate to the audiences served, consistent with applicable requirements and available resources.

Digital communications and media

Only authorized personnel may post on official SCS channels or release information to the media or public on behalf of SCS. Staff shall not publish confidential information or make unauthorized statements on behalf of SCS. Media inquiries involving incidents, legal matters, or client information must be referred to the Executive Director or designee. Public complaints should be redirected to approved confidential channels.

Community outreach and ethical referrals

Outreach, presentations, and referral relationships must accurately describe services, respect professional boundaries, avoid undue influence on vulnerable individuals, and comply with applicable law, payer requirements, and conflict-of-interest standards.

Recruitment advertising

Job announcements must accurately reflect approved job duties, minimum qualifications, and employment terms, and comply with applicable nondiscrimination and pay-transparency requirements.

Monitoring and Quality Improvement

The Executive Director or designee will periodically review public-facing materials and feedback for accuracy, accessibility, privacy, and effectiveness. Reported concerns will be evaluated, corrected as appropriate, and incorporated into performance improvement activities when warranted.

Documentation

SCS will retain approved marketing materials, material revisions, authorizations, and related review records in accordance with its records-retention schedule and applicable legal requirements.

Reporting and Compliance

Personnel shall report suspected inaccuracies, privacy issues, or inappropriate marketing to a supervisor or designated leader. Confirmed violations may result in corrective action under applicable SCS policies.

References

- U.S. Department of Health and Human Services, Office for Civil Rights. HIPAA Privacy Rule, 45 CFR Parts 160 and 164. https://www.hhs.gov/hipaa/for-professionals/privacy/index.html

- U.S. Department of Health and Human Services. Confidentiality of Substance Use Disorder Patient Records, 42 CFR Part 2. https://www.ecfr.gov/current/title-42/chapter-I/subchapter-A/part-2
- Federal Trade Commission. FTC Act, Section 5, prohibition of unfair or deceptive acts or practices, 15 U.S.C. § 45. https://www.ftc.gov/legal-library/browse/statutes/federal-trade-commission-act
- U.S. Department of Justice. Americans with Disabilities Act, Title III (public accommodations), where applicable. https://www.ada.gov/law-and-regs/ada/
- U.S. Department of Health and Human Services, Office for Civil Rights. Section 1557 of the Affordable Care Act (nondiscrimination in covered health programs and activities), where applicable. https://www.hhs.gov/civil-rights/for-individuals/section-1557/index.html
- U.S. Equal Employment Opportunity Commission. Prohibited Employment Policies/Practices, including recruitment and job advertisements. https://www.eeoc.gov/prohibited-employment-policiespractices
- Wyoming Consumer Protection Act, Wyo. Stat. §§ 40-12-101 et seq., as applicable to advertising and representations. https://legisweb.state.wy.us/statutes/statutes.aspx?file=titles/Title40/T40CH12.htm

Southwest Counseling Service

Board Meeting Schedule Adjustment: November and December 2026

Due to the upcoming holiday season and the scheduling challenges that often arise during November and December, it is recommended that the Southwest Counseling Service Board of Directors approve holding the November Board meeting on **Wednesday, November 18, 2026**, and the December Board meeting on **Wednesday, December 30, 2026**.

This adjustment will allow the Board to maintain its regular oversight responsibilities while accommodating holiday schedules and ensuring the timely processing of financial obligations.

As part of this adjustment, it is recommended that Executive Director John Grossnickle be authorized to review and approve the November check register, with the register subsequently presented to the Board at its December 30, 2026, meeting for review and ratification.

This approach will allow SCS to continue meeting its financial obligations without unnecessary delays while maintaining transparency, accountability, and appropriate Board oversight.

Clinical Director Report

Clinical Director Report

Clinical Coverage and On-Call Expansion

Over the past several months, I have been working with MHSC to expand our on-call coverage. Two additional clinicians have both completed SCS training, been granted MHSC privileges, and are expected to begin on-call rotations within the next month. This is a significant accomplishment for our clinical department, as it will reduce strain on our current on-call providers while strengthening our collaboration with the hospital. Both clinicians are highly skilled and will be valuable additions to the on-call team. I've had multiple collaborative exchanges with hospital department directors which has increased our mutual understanding and improvement in services as a team.

Clinical Leadership Structure

The clinical supervisor positions have now been assigned as permanent roles. Three of the four individuals in these positions are either new to the area they are overseeing, or to clinical leadership, which has brought renewed energy, fresh perspectives, and new ideas for improving services

Intake Process Improvements

After considerable planning and discussion, we are rolling out a pilot program for scheduled intakes. Scheduled appointments will be available Monday through Thursday from 9:00 a.m. to 5:00 p.m., with an evening scheduled intake on Mondays and Fridays and two additional scheduled intakes on Friday during the day.

We are also transitioning our terminology from Open Access to Walk-In Hours. Walk-In Hours will continue Monday through Thursday from 1:00 p.m. to 3:00 p.m. During those times, two clinicians will be assigned to provide services with supervisory support available as needed. The goal of these changes is to improve client access, create a more efficient and predictable intake process, and better align staffing with client demand.

ASAM 4th Edition Implementation

The release of the 4th Edition of ASAM has resulted in changes to recommended levels of care and assessment standards. We have worked to ensure clinical staff receive the necessary training, with nearly all clinicians having completed the training and the remaining group scheduled for early November.

The Recovery supervisors and I are also working through the necessary updates to Avatar and our assessment processes to ensure we remain aligned with current standards and best practices while maintaining compliance with state expectations.

School-Based Services

Our school-based services program has resumed for the school year and is currently serving approximately 30 students. This continues to be an important service for families who face barriers such as transportation

challenges, work schedules, or other obstacles that make office-based treatment difficult. Providing services in the school setting increases access to care and helps ensure students receive support when they need it.

Overall, our recent efforts have focused on strengthening clinical leadership, improving access to services, expanding coverage for critical programs, implementing updated clinical standards, and continuing to build partnerships that support the needs of our community.

Elisa Robbins, LCSW, MSW

Finance Director Report

Finance Director's Report

The Finance team continues to work collaboratively with the Wyoming Department of Health, Behavioral Health Division, to address the nuances of billing services through Behavioral Health Redesign. Progress has been made; however, year to date, SCS has received only $268,180 through the State billing system, and 2,801 claims remain outstanding with 1,806 approved as of 10/20/2026. This delay is expected to significantly affect days cash on hand during October.

One area of focus is ensuring that all clients have completed the required screening, which is the first step toward accessing services with no out-of-pocket expense. Clients must also meet the criteria for a priority population. Clerical staff are working in conjunction with the Finance staff to ensure screenings are completed.

On October 16th, the Finance Department received a staff resignation due to the employee relocating for her significant other's job. Heather and I will conduct interviews during the last week of October to fill this critical position.

Christy and the Clerical team continue cross-training staff to support continuity of operations.

Corina, SCS's MyAvatar Specialist, continues to develop reports within the electronic health record to further reduce reliance on paper forms.

I continue to work alongside Bill on SCS's grant awards. SCS has received the AOT and Staff Sergeant Fox grants, and we are awaiting news regarding the next iteration of the CCBHC grant. It is a pleasure to work with Bill, who is highly invested in positioning SCS for success in the oversight and administration of these grants.

The BI Collaborative project remains in progress. Joe will be assisting me in completing this substantial project.

I also continue to serve as Treasurer for WAMHSAC.

Operations Director Report

Operations Director Monthly Report

October 2026

CARF

- Annual Conformance to Quality Report has been completed and submitted.
- Incomplete Quality Improvement Plan tasks are being completed. We are aiming for a substantial completion date by the end of November.

Facilities

- Locking doors have been added to create designated staff bathrooms at both Sweetwater and Century houses due to cross-gender supervision at these locations.
- We are working with County facilities staff to get the remainder of the fire detection system completed at Ankeny. This project has been complicated by the fact that there are no local vendors who are certified to complete this project. A Utah vendor has arrived and is working on this project as of October 21, 2026. We are trying to get this done by November for fire inspection purposes.
- I will be conducting an agency-wide facility tour with Gene Legerski in November to assess signage compliance with building code, ADA, and CARF standards.
- We are exploring options for visual privacy in the offices at Century, Sweetwater, and Duran due to HIPAA privacy concerns with clients noted by staff.

Human Resources

- We are reviewing and revising the hiring process and sequence to ensure we are properly vetting candidates prior to commencement of employment.
- We are beginning to develop a formal onboarding and training program for new employees.
- We are exploring an electronic policy management system to provide better policy accountability, availability, versioning, archiving, compliance, and liability mitigation.
- We are reviewing and revising several policies that appear to be facially deficient.
- We had a recent opening in the HR department as an HR specialist. Executive leadership is currently evaluating this FTE before authorizing backfill.

Health and Safety

- I am digitizing monthly disaster drill, vehicle inspection, health and safety inspection, and incident report forms. This should make the process more streamlined with electronic approvals and filings.

- Due to what has been reported as a higher-than-average occurrence of choking-related incidents amongst clients, we are purchasing de-choking suction devices for each of the facilities and homes. Training will be incorporated as part of CPR training.

IT

- We are working with the Sweetwater County Detention Center to explore the possibility of adding treatment request and intake forms to the inmate communication tablet so inmates are able to request and receive SCS services in a more timely fashion.

Fleet

- We are reviewing insurance policies for cost reduction opportunities. Approximately 2/3 of our fleet is currently double-insured for comprehensive/collision coverage. The County is going to add the remainder of our fleet to the WARM SOV's to reduce our premiums, and allow us to cancel the comprehensive/collision coverage, saving around $11,900 coming into the upcoming insurance renewal.

Executive Director's Report

Executive Director's Report

The Prevention team provided suicide prevention training at We Soda. Not only was this valuable training that received positive feedback, it was also another step toward building positive relationships with our community partners.

We had our first Directors' meeting, where we discussed moving forward with a strategic plan and finishing the organizational chart.

There was a minor crash involving a vehicle that drove into the chain-link fence outside the Ankeny building. Nobody was injured, and the fence is being repaired with payment from the driver's insurance, facilitated by County Maintenance.

The staff has been working on cutting down on food waste. There have been several concerted efforts to reduce this cost. We are looking at bringing in Stephanie Anderson, the Centsible Nutrition Educator with the University of Wyoming, to provide nutrition programming.

Melissa and I met with Lindsay Baker, the University of Wyoming Assistant Extension Educator for Community Vitality and Health. Our goal is to forge a better relationship through various programming efforts to bridge gaps and assist with community needs.

On October 15th we celebrated the retirement of Rose Branham. Rose was an incredible asset and will be missed. We wish her only the best in her retirement.

SCS was officially awarded the Staff Sergeant Fox grant, which will focus on suicide prevention for veterans and provide avenues for assistance for veterans in need.

I attended the annual Putting the "U" in Hunt dinner. This program provides hunting opportunities for youth with life-threatening or terminal illnesses. I was not able to participate in the hunts this year due to scheduling, but I plan on being there next year.

Melissa and Elisa were going to attend a Women's Health Event on October 29th at the Holiday Inn. Several community partners will be in attendance to provide information on various topics related to women's wellness. However, we were informed that due to other events, it was cancelled with a new date to hopefully be set in the Spring.

The annual Conformance to Quality report for CARF was updated, completed and submitted.

The address numbers were finally installed on the outside of the Ankeny building.

I spoke with District Court Judge Clark Stith. In November, we will meet with him and his staff, along with District Court Judge Robinson and her staff, to discuss gaps in the system and how we can work together to improve services.

I met with David Ray and continue to move forward with the next chapter in the progress of SCS.

We continue to evolve our social media and recruiting efforts to strengthen connections with our community partners and attract strong candidates for our team.