

AGENDA

CAMPBELL COUNTY BOARD OF COMMISSIONERS

BOB MAUL, Chairman
RUSTY BELL
DG REARDON
DEL SHELSTAD
COLLEEN FABER

JANUARY 19, 2021

09:00 MEETING CALLED TO ORDER PLEDGE OF ALLEGIANCE

CONSENT AGENDA

- A. [Consent Agenda](#)
-

PUBLIC COMMENT

- B. 9:05 For the Good of the County*

REGULAR BUSINESS

- | | |
|---|---------------|
| C. 9:15 Campbell County Audit FY2019-2020 | Paula Steiger |
| D. 9:20 Early Head Start Funding Carryover Request | Bob Tranas |
| E. 9:25 Adult Treatment Courts State Grant Application FY2022 | Chad Beeman |
| F. 9:30 Juvenile & Family Drug Court State Grant Application FY2022 | Jim Lyon |
| G. 9:35 Grant Procedure Policy | Beth Raab |
| H. 9:40 Resolution for Special Prosecution | Mitch Damsky |
| I. 9:45 Official Newspaper Designation | Carol Seeger |
| J. 9:50 Dissolution of Antelope Valley Business Park II | Carol Seeger |
| K. 9:55 Commissioner Designated Board Liaisons | Carol Seeger |
| L. 10:00 Board Appointment, Corrections Board | Carol Seeger |
| M. 10:05 Wyoming Innovation Center (WylC) Project Funding Request
Christopherson | Phil |

EXECUTIVE SESSION

- N. 10:15 Personnel Brandy Elder

WORKSHOP

- O. 10:30 Pronghorn Industrial Park Beth Raab/Carol Seeger

ADJOURN

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Consent Agenda

MINUTES

Board of Commissioners Directors Workshop, January 4, 2021

Board of Commissioners Regular Meeting, January 5, 2021

Board of Commissioners Executive Session, January 5, 2021

MONTHLY REPORTS

Clerk of District Court – December 2020

County Clerk – December 2020

Sheriff's Office – December 2020

Sheriff's Office, Detention – December 2020

Treasurer's Office – December 2020

PAYROLL PAYMENTS

December 26, 2020

December 31, 2020

CANCELLATION/REBATE OF TAXES

#4258, 4260, 4261, 4262, 4263, 4264, 4265, 4266, 4267, 4268, 4270, 4271, 4272, 4273, 4274, 4275, 4276

CAPITAL REQUESTS

Road & Bridge/HR Risk – To pay shipping charges for the eye wash station, approved on December 15, 2020, in the amount of \$8.50 from account 020.7531.

EMERGENCY SICK LEAVE BANK DONATIONS

Request transfer of 80 hours from Employee #538290 to ESLB

Request transfer of 100 hours from Employee #171230 to ESLB

Request transfer of 40 hours from Employee #542862 to ESLB

Request transfer of 100 hours from Employee #366109 to ESLB

Request transfer of 100 hours from Employee #105179 to ESLB

Request transfer of 40 hours from Employee #310050 to ESLB

Request transfer of 100 hours from Employee #103018 to ESLB

Request transfer of 40 hours from Employee #309981 to ESLB

RESCISSION OF EMERGENCY SICK LEAVE BANK REQUESTS

Request transfer of 50 hours from ESLB to Employee #615283

Request transfer of 50 hours from ESLB to Employee #615283

Request transfer of 80 hours from ESLB to Employee #538290

LINE ITEM TRANSFERS

Transfer \$1,487.50 from 020.7085 District Support Grant to 020.7085.62 Little Thunder I&S

Transfer \$1,650.00 from 020.7085 District Support Grant to 020.7085.58 Pinnacle Heights

MILEAGE RATES

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Adoption of Internal Revenue Service 2021 Mileage Rates to \$.56 (56¢ per mile) for Business Mileage and \$.16 (16¢ per mile) for Medical Mileage.

OFFICIAL BOND AND OATH

Green Valley Improvement & Service District – Elaine Backer, \$10,000

POSITION VACANCY JUSTIFICATIONS

Public Health – Public Health Response Coordinator

PUBLIC DEFENDER

Approval of appointment of Corrie Lamb as Part Time Contract Assistant Public Defender for the 6th Judicial District

PUBLIC SERVANT DISCLOSURES

Linda Grose – Senior Deputy Clerk

Crystal Conley – Chief Deputy Treasurer

SICK LEAVE TRANSFERS

Request transfer of 14 hours from Employee #668692 to Employee #670143

Request transfer of 40 hours from Employee #426511 to Employee #670143

Request transfer of 40 hours from Employee #439283 to Employee #670143

Request transfer of 20 hours from Employee #361041 to Employee #670143

Request transfer of 40 hours from Employee #205874 to Employee #670143

Request transfer of 40 hours from Employee #100992 to Employee #149711

Request transfer of 20 hours from Employee #626062 to Employee #149711

HAND WARRANTS

Campbell County Parks & Recreation Activity Fund

\$31.00

Campbell County Treasurer – HSA/FLX

3,935.95

Campco Federal Credit Union

1,226.01

Great West Trust Company

38,325.00

Wyoming Child Support

1,359.62

Wyoming Department of Revenue & Taxation

303.54

Cable Express Corporation

12,540.69

Norton Construction

174,546.70

IT Outlet Inc.

1,452.58

Global Vision Tech

7,475.00

The following page(s) contain the backup material for Agenda Item: [Consent Agenda](#)

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Office of County Commissioners
January 4, 2021
Gillette, WY

Directors Workshop

The Campbell County Board of Commissioners met for a Directors Workshop, Monday, January 4, 2021 at 1:30 PM.

Present were Rusty Bell, Del Shelstad, DG Reardon, Bob Maul, Colleen Faber, Commissioners; Susan F. Saunders, County Clerk; Carol Seeger, Commissioners Administrative Director; Ivy McGowan-Castleberry, Public Information Coordinator; Kevin Geis, Road and Bridge Director; Matt Olsen, Public Works Director and Brandy Elder, HR Director.

Discussion was held on position vacancy justifications for the County Attorney's Office and the Sheriff's Office.

Kevin Geis provided updates on snowplows, the crusher at the Davis Pit, the speed study, a position vacancy and the old Road and Bridge building.

Matt Olsen provided updates on major projects and the parking garage.

Carol Seeger provided information on 307 Horse Racing.

Brandy Elder provided updates on the new Blue Cross Insurance cards, 2020 worker's compensation claims being lower and naming the conference rooms downstairs.

The Commissioners held a phone conference with Dru Bower for a regulatory update

There being no further business to come before the Commissioners, the meeting was adjourned at 3:10 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

DG Reardon, Chairman
Board of County Commissioners

Office of County Commissioners
January 5, 2021
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, January 5, 2021. Chairman Reardon called the meeting to order at 9:00 AM. Pastor Don Wight led in prayer and Chairman Reardon led the Pledge of Allegiance.

Present were Rusty Bell, DG Reardon, Bob Maul, Del Shelstad, Collen Faber, Commissioners; Susan F. Saunders, County Clerk; Carol Seeger, Commissioners Administrative Director and Mitch Damsky, County Attorney.

The following consent agenda was presented:

MINUTES:

Board of Commissioners Special Meeting, December 10, 2020
Board of Commissioners Directors Workshop, December 14, 2020
Board of Commissioners Regular Meeting, December 15, 2020
Board of Commissioners Museum Board, December 15, 2020
Board of Commissioners Lodging Tax Board, December 17, 2020

MONTHLY REPORTS:

Sheriff's Office, Detention Center – November 2020
Treasurer's Office – November 2020

PAYROLL PAYMENTS:

December 12, 2020

CANCELLATION/REBATE OF TAXES:

#4248, 4250, 4251, 4252, 4253, 4254, 4255, 4256, 4257

CAPITAL REQUESTS:

CAM-PLEX – Requesting to reallocate funds from the Energy Hall Restroom Heating Units to the Central Pavilion Door Replacement and Dance Floor Lines.

Parks & Recreation – Requesting to reallocate funds from the Spirit Hall Cool Floor Repair to purchase a soft start relay for 100 horse 3 phase electric motor for compressor one (1) at Spirit Hall Ice Arena in the amount of \$5,165.93 from account 020.7271.02.

DESIGNATION OF DEPOSITORIES:

Approval of the financial institutions on the Certificate of Designation of Depositories as designated depositories of Campbell County's funds for calendar year 2021, pursuant to Wyoming Statute §9-4-818(a).

EMERGENCY SICK LEAVE BANK REQUESTS:

Request transfer of 40 hours from ESLB to Employee #662354
Request transfer of 80 hours from ESLB to Employee #538290

LINE ITEM TRANSFERS:

Commissioners Office - Transfer \$4,000 from 013.6517.2 Staff Development to 013.6517.1 Tuition and Fees

Extension Office - Transfer \$150 from 102.7342 4-H Program to 103.6281 Automobile; transfer \$150 from 102.7342 4-H Program to 103.6517.5 Meal and Lodging

OFFICIAL BOND AND OATH:

Board of Cooperative Higher Education Services – Joseph Lawrence, \$50,000
Central Campbell County Improvement & Service District – Robert L. Zabel,
\$10,000
Southside Improvement & Service District – Rebecca Vondrak, \$10,000
Sundog Service & Improvement District – Rebecca Vondrak, \$10,000

POSITION VACANCY JUSTIFICATIONS:

Attorney's Office – Victim/Witness Coordinator
Sheriff's Office – Custodian I

HAND WARRANTS:

Campco Federal Credit Union	\$276.01
Campbell County Clerk Tax Account	340,012.70
Campbell County Parks & Recreation Activity Fund	31.00
Campbell County Treasurer – HSA/FLX	42,984.98
Great West Trust Company	36,320.00
Wyoming Child Support	1,688.38
HM Life Insurance	174,977.74
CCEHBTA – Health	764,312.26
CCEHBTA – Dental	42,622.80
Delta Dental Plan of Wyoming	1,877.20
Gallagher Benefit Services (Reliance)	20,178.95
Vision Service Plan	8,220.76
Campbell County Clerk Tax Account	343,954.74

Commissioner Shelstad moved to approve all items of the Consent Agenda as presented.
Commissioner Bell seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to approve the vouchers as presented. Commissioner Shelstad
seconded the motion. All Voted-Aye. Carried.

A I Distributors	Landfill	\$85.92
ABC Clio	CCPL-Main Branch	3,160.00
Absolute Auto	Road & Bridge	98.57
Accuvax	Public Health CARES	32,888.00
Action Lock and Key	Various Departments	18.98
Adbay Com	Various Departments	1,125.00
Air Tech Heating	Maintenance/Custodial	260.86
Albin, Elizabeth A	Library-General Administration	313.95
Alignment Pros	County Sheriff	429.95
All American Pub	Rockpile Museum - Gen Admin	350.00
Alsco	Various Departments	1,558.41
Alternative Propane	Various Departments	2,100.56
Amazon Courthouse	Various Departments	705.78
Amazon Library	Various Departments	1,156.94
American Engr Test	Road & Bridge	687.50
American Family Life	Campbell County General Fund	103.02
American Lung Assn	Prevention Management Org	3,200.00

American Millennium	Commissioner's-Gen Cnty Costs	51.40
American Welding	Various Departments	253.44
Anderson, Kendra R.	County Clerk	15.76
Animal Medical Cntr	County Sheriff	55.04
Apco International	County Sheriff	72.00
Applied Concepts	County Sheriff	365.00
Archer, Tracey L.	Extension Department	164.24
Architectural Spec	Maintenance/Custodial	3,660.96
Arena Products Svc	1% Optional Sales Tax Fund	5,995.00
Arete Design Group	Various Departments	23,938.24
Arrow Printing Grap	Various Departments	2,578.53
Associated Glass	Maintenance/Custodial	180.50
ATT Airport	Northeast Wyoming Regional	209.77
ATT Assessor	County Assessor	102.41
ATT Children's Devel	Children's Dev Svc-Spec Ed	61.48
ATT Emergency Mgmt	Emergency Management	165.13
ATT Park Recreation	Various Departments	99.34
Autozone	Fleet Department	139.99
Av Now Fitness Sound	P & R-Recreational Division	1,028.28
AVP Consulting	Publ Work Capital Construction	219.60
Axis Forensic Tox	County Coroner	239.00
Baker Taylor Cont	Various Departments	330.86
Barcodes	County Clerk	307.13
Bargreen Ellingson	Various Departments	1,450.07
Barney Graham	Commissioner's-Gen Cnty Costs	450.00
Basin Radio Network	Various Departments	809.50
Bauder, Trena R.	Children's Dev Svc-Spec Ed	144.00
Bears Naturally	Sheriff-Jail Facility	32.15
Bennett Weber Hermst	Commissioner's-Gen Cnty Costs	35,775.00
Big D Oil Company	P & R-Wright Center	35.89
Big Horn Tire	Road & Bridge	10,230.40
Big O Tires	County Sheriff	241.41
Bighorn Hydraulics	Landfill	448.23
Bighorn Mtn Radio	Various Departments	90.00
Black Hills Chemical	Sheriff-Jail Facility	314.40
Black Hills Enrg Gas	Various Departments	34,571.85
Black Hills Pioneer	Various Departments	716.50
Black Stone Sports	P & R-Ice Skating	214.25
Blackstone Audio	CCPL-Main Branch	211.47
Blue Knight Security	Sheriff-Jail Facility	1,925.00
Bob Barker Company	Various Departments	5,033.40
Bobcat of Gillette	Landfill	1,499.11
Bomgaars	Various Departments	703.96

Boot Barn	Human Resources	144.99
Border States Elec	Various Departments	292.71
Bowman, Jennifer L.	County Health Nurse	21.28
Boys Girls Club Cc	1% Optional Sales Tax Fund	6,012.00
Breannas Bakery	Human Resources	12.00
Brink, Murel F.	County Sheriff	69.80
Brown Kennedy Ranch	Road & Bridge	217.60
Buffalo Porta Potty	Road & Bridge	125.00
Burns McDonnell Eng	Various Departments	103,985.54
C F Repair	Landfill	2,478.96
Carrot Top Industrie	Maintenance/Custodial	108.94
Cash Wa Distributing	Sheriff-Jail Facility	662.38
Casper College	Commissioner's-Gen Cnty Costs	1,000.00
Caveman Sports	Human Resources	109.98
CBH Co Op	Various Departments	3,380.27
CC Chamber of Commer	Wellness Program	953.25
CC Conservation Dist	1% Optional Sales Tax Fund	67,500.00
CC Dist Crt Rev Wit	State & Fed Mandated Costs	1,756.10
CC Fire Dept	1% Municipal Sales Tax Fund	862,390.15
CC Health Misc	Various Departments	23,126.00
CC Health Patient Acct	County Attorney	31,336.60
CC Healthcare Found	1% Optional Sales Tax Fund	4,500.00
CC Predatory Animal	1% Optional Sales Tax Fund	12,843.28
CC Public Land Brd	1% Municipal Sales Tax Fund	234,045.00
CC School Dist Coop	Various Departments	1,096.41
CC Senior Center	1% Optional Sales Tax Fund	30,013.00
CC Treas Mus Ccard	Rockpile Museum - Gen Admin	500.00
CDW Government	Various Departments	16,386.00
Cem Aquatics	Maintenance/Custodial	789.25
CenturyLink Long Dis	Information Technology Service	675.96
CenturyLink Phone	Various Departments	16,326.27
Cesco Linguistic	Public Health CARES	25.00
Charter Comm Cable	Various Departments	1,673.90
Children's Home Soc	County Sheriff	59.22
Choice Advertising	Library-General Administration	441.80
City Gillette Bldng	Maintenance/Custodial	50.00
City Gillette Misc	Various Departments	3,510.00
City Gillette Util	Various Departments	79,739.51
Clear Creek Counsel	City of Gillette A Drug Court	680.00
Clinic Lab Blck Hill	County Coroner	1,978.00
CNA Surety	Various Departments	200.00
Collection Prof	Children's Dev Svc-Gen Admin	69.15
Collins Commun	Various Departments	3,055.06

Comfort Systems Heat	Various Departments	16,210.00
Communication Tech	1% Optional Sales Tax Fund	66,000.00
Community Action	Care Board Special Account	595.00
Computer Proj II	County Sheriff	180.00
Concordance Health	County Health Nurse	571.14
Contractors Supply	Various Departments	658.43
Correctional Tech	Various Departments	379.60
Council Community Svc	Various Departments	15,725.53
Counseling Connect	Various Departments	3,363.00
Cowboy Supply House	Sheriff-Jail Facility	1,845.00
Craig Distributing	CCPL-Main Branch	31.12
Crescent Electric	Commissioner's-Grants	70.09
Crum Electric Supply	Various Departments	3,985.99
CSS	Sheriff-24/7	338.00
CT Accessories	County Sheriff	208.35
Cummins Sales Svc	Various Departments	4,494.26
Dads Truck and Auto	County Sheriff	294.00
Damian, Nicole L.	County Health Nurse	28.18
Davis, Charles A.	Road & Bridge	2,070.00
Day Law	State & Fed Mandated Costs	237.50
Dell Marketing LP	Information Technology Service	189,423.32
Demco	Various Departments	1,316.78
Dermatec Direct	Various Departments	959.59
Design Construction	Publ Work Capital Construction	201,862.80
Douglas Budget	Various Departments	220.00
Drivers License Gui	District Court	31.95
Dru Consulting	Commissioner's-Gen Cnty Costs	1,322.50
Duluth Trading Co	Sheriff-Jail Facility	55.87
Eaton Sales Service	Various Departments	13,903.50
Ecolab Pest Elimin	Various Departments	258.44
Edible Prairie Proj	1% Optional Sales Tax Fund	189.00
Edwards, Charlene R.	County Attorney	10.50
Ekstrom, Brooke L.	County Health Nurse	55.78
Election Systems	County Elections	487.00
Energy Chain Sling	Various Departments	232.00
Energy Wash Systems	Library-General Administration	10.00
Equitable Life	Campbell County General Fund	37.25
Evans, John H.	Maintenance/Custodial	155.83
Ewing, Dianna H.	State & Fed Mandated Costs	87.75
Expresso Lube	Various Departments	873.57
EZ Auto Wash	Various Departments	42.87
Farmer Bros Co	Sheriff-Jail Facility	564.27
Fastenal Company	Various Departments	756.86

Federal Express	Commissioner's Administration	77.90
Fib Mstrcrd Library	Various Departments	36.00
Fib Mstrcrd Park Rec	Various Departments	2,905.79
Firemaster	County Sheriff	116.00
First Natl Bnk Visa	Various Departments	13,009.67
Fleetpride	Landfill	1,065.37
Floyds Truck Center	Road & Bridge	2,672.89
Forensic Medicine	County Coroner	6,000.00
Fuller Law Office	State & Fed Mandated Costs	527.80
Fun Express	P & R-Wright Center	73.94
Furman, Craig M.	County Sheriff	100.00
G G Landscape	Publ Work Capital Construction	1,089.00
Gale Cengage Learn	Various Departments	1,969.65
GCR Tire Service	Road & Bridge	9,600.00
Gillette Abuse Refug	Various Departments	17,978.00
Gillette College	Various Departments	1,595.00
Gillette Police	Prevention Management Org	10,523.86
Gillette Printing	Various Departments	416.25
Gillette Reprod Hlth	CSBG	10,050.00
Gillette Steel	Various Departments	633.40
Gillette Transport	County Sheriff	75.00
Gillette Winsupply	Various Departments	12,581.33
Global Ozone	P & R-Ice Skating	799.00
Goodhire	Human Resources	68.25
Govens Farm Ranch	Sheriff-Jail Facility	279.30
Greasewood Water	Road & Bridge	244.10
Gregs Welding	Maintenance/Custodial	85.00
Hachette Book Group	Rockpile Museum - Gen Admin	151.20
Hakert, Richard J.	Road & Bridge	216.00
Harris Public Health	County Health Nurse	295.00
Hawkins	Various Departments	8,060.96
HDR Engineering	Various Departments	19,459.05
Help Systems	Information Technology Service	8,798.74
Henning, Robert A.	Rockpile Museum - Gen Admin	25.65
Herman, Wendy K.	County Sheriff	51.00
Hobby Lobby	Various Departments	127.75
Homax Oil Sales	Various Departments	46,885.21
Home Depot Children's	Children's Dev Svc-Gen Admin	895.00
Home Depot Museum	Rockpile Museum - Gen Admin	47.21
Home Depot Parks Rec	Various Departments	277.75
Home Depot Sheriff	Sheriff-Jail Facility	221.06
Home Fire Foods	Various Departments	931.00
HP	Capital Outlay-ITS	14,170.83

Hub International	Various Departments	813.00
Humphrey Law	State & Fed Mandated Costs	3,955.81
IBM	Information Technology Service	17,800.45
Inland Truck Parts	Road & Bridge	1,482.33
Insight Public Sectr	Library-General Administration	350.95
Internat Police Chap	County Sheriff	125.00
Interstate Powersyst	Landfill	956.52
Interwest Safety	Capital Outlay-Engineer	2,590.00
Intoximeters	Sheriff-24/7	1,200.75
J M Truck Bodies	Fleet Replacement Fund	7,276.68
Janitors Closet	Maintenance/Custodial	1,295.00
JLC Sign Graphic	Northeast Wyoming Regional	910.00
JRL Supply	Various Departments	1,693.60
K Two Technologies	Public Health CARES	1,699.95
Kanopy	CCPL-Main Branch	194.00
Kershner, Melissia A.	Human Resources	144.90
Keyhole Broadcasting	Various Departments	210.00
Kimball Midwest	Road & Bridge	347.76
KSLT KLMP KTPT	Various Departments	300.00
La Quinta Inn	Commissioner's-Gen Cnty Costs	130.00
Law Office Curt Todd	County Attorney	108.20
Lawriter	County Law Library	500.00
Lesley, Douglas	State & Fed Mandated Costs	187.50
Levi Strohschein	CCPL-Wright Branch	126.00
Lexisnexis	Various Departments	940.00
Liberty Law Offices	State & Fed Mandated Costs	1,610.46
Library Foundation	Library-General Administration	45.06
Life Fitness	Maintenance/Custodial	88.11
Lightning Lube	Various Departments	253.00
Little Sprouts Pre	Children's Dev Svc-Spec Ed	250.00
Love, Brooke D.	Library-General Administration	44.28
Lowe Roofing	Various Departments	459,038.93
LRP Publications	Children's Dev Svc-Spec Ed	221.50
Lubnau Law Office	State & Fed Mandated Costs	39.10
Lynns Auto Repair	County Sheriff	4,510.73
M B Companies	Northeast Wyoming Regional	2,687.00
Mainline Inform Sys	Capital Outlay-ITS	5,600.00
McKesson Med Surgic	Sheriff-Jail Facility	1,347.75
McMahon, Pamela K.	State & Fed Mandated Costs	48.75
Meadow Gold Dairy	Children's Dev Svc-Preschool	722.74
Means First Ext WS	Road & Bridge	220.00
Medical Arts Lab	Sheriff-Jail Facility	1,921.00
Medicap Pharmacy	County Health Nurse	287.79

Menards Extension	Extension Department	33.97
Menards Landfill	Landfill	22.78
Menards Library	Library-General Administration	129.99
Menards Maintenance	Maintenance/Custodial	438.69
Menards Museum	Rockpile Museum - Gen Admin	66.93
Menards Park Rec	Various Departments	458.93
Menards Road Bridge	Road & Bridge	948.65
Merck Sharp Dohme	County Health Nurse	1,330.21
MFAC	P & R-Recreational Division	229.90
Michaels Construct	Publ Work Capital Construction	8,902.00
Midwest Pest Manag	Maintenance/Custodial	130.00
Midwest Tapes	Various Departments	3,076.79
Monument Health	County Coroner	461.00
Morgan, Tobey J.	County Sheriff	250.00
Motorola Solut Maint	Commissioner's-Gen Cnty Costs	3,689.58
NAPWDA Membership	County Sheriff	100.00
Naramore, James J Md	Sheriff-Jail Facility	1,000.00
Nelson Auto Glass	Road & Bridge	554.45
Newbern, Sarah E.	CCPL-Main Branch	144.00
News Record	Various Departments	5,241.80
Norchem Drug Test	Various Departments	2,051.45
Norco	Various Departments	4,147.36
North Star Lighting	Various Departments	1,500.00
OAG Flightview	Various Departments	476.92
Office Depot	Various Departments	9,003.53
Office Shop	Emergency Management	158.44
ONeil Robert J	State & Fed Mandated Costs	1,531.50
Opsec Security	County Treasurer	693.75
Optum Bank	Human Resources	1,712.25
OReilly Auto Parts	Various Departments	537.75
Original Watermen	P & R-Wright Center	54.95
Overdrive	Various Departments	3,229.54
Paintbrush Services	Various Departments	770.00
Papa Johns Pizza	County Attorney	61.00
PB Clerk	County Clerk	171.00
PB Global Airprt	Northeast Wyoming Regional	142.53
PB Global Attorney	County Attorney	173.04
PB Global Dist Crt	District Court	540.87
PB Global Sheriff	County Sheriff	173.04
Pearson Oil Co.	Commissioner's-Gen Cnty Costs	19,279.54
Personal Frontiers	Various Departments	21,940.00
Pete Lien Sons	1% Optional Sales Tax Fund	5,300.00
Peterbilt of Wyoming	Road & Bridge	740.19

PFM Asset Management	Commissioner's-Gen Cnty Costs	9,322.65
Pharmchem	Various Departments	2,302.90
Pineview Is District	1% Optional Sales Tax Fund	939.80
Plains Tire Battery	County Sheriff	4,069.16
Plainsman Printing	County Clerk	1,085.87
PMCH	Payments In Lieu of Taxes Fund	5,521.51
Pokeys BBQ Smoke	Public Works	88.00
Poole, Amy J.	County Health Nurse	54.05
Powder River Ener Utl	Various Departments	20,310.05
Powder River Exam	Various Departments	120.00
Powder River Heating	Various Departments	4,946.51
Powder River Worksaf	Human Resources	332.50
Purvis Industries	Various Departments	3,810.58
Push Pedal Pull	P & R-Recreational Division	1,403.00
Qdoba Mexican Grill	Commissioner's Executive	244.00
QED Environmental	Publ Work Capital Construction	1,500.00
Quadient	Library-General Administration	236.52
Quill Corporation	County Assessor	108.56
Rain Locker Car Wash	Various Departments	127.23
Raisley Painting	Publ Work Capital Construction	4,020.00
Ram Computer Supply	Information Technology Service	245.83
Ramkota Hotel Caspr	Maintenance/Custodial	384.00
Rapid Fire Protect	Various Departments	1,835.00
Razor City Locksmith	Maintenance/Custodial	2.50
Reardon, Daniel G.	Commissioner's Executive	316.25
Record Supply	Various Departments	7,013.16
Reeves, Cara M.	Rockpile Museum - Gen Admin	10.24
Reinhart Foodservice	Northeast Wyoming Regional	139.20
Rocky Mtn Business	Various Departments	10,589.15
Rocky Mtn Fire Sys	Maintenance/Custodial	1,012.60
Rod Iron Custom	Road & Bridge	350.00
Schilling, Stephanie A.	P & R-Recreational Division	134.00
Schurtz, Jessica R.	County Health Nurse	33.35
Second Chance Minist	1% Optional Sales Tax Fund	1,487.94
Selbys	Public Works	1,026.15
Selectel Wireless	County Sheriff	1,180.00
Senior Send Off	1% Optional Sales Tax Fund	1,500.00
Sentinel Industries	Various Departments	553.25
Sentinel Offender	Various Departments	140.20
Servall Uniform	Road & Bridge	942.13
Servicewear Apparel	Various Departments	192.48
Seventy-One Const	Road & Bridge	2,003.40
SGI	Sheriff-Jail Facility	2,633.02

Sheridan College	Commissioner's-Gen Cnty Costs	500.00
Shoshone Distribut	Rockpile Museum - Gen Admin	366.00
Showcases	Library-General Administration	56.60
Sign Boss	P & R-Ice Skating	173.00
Simpsons Printing	Various Departments	1,426.00
Sir Speedy	Public Health CARES	203.00
Sitech Wyoming	Landfill	1,064.28
Skaggs Companies	County Sheriff	50.84
Smart Start	Adult Drug Court	168.00
Smartsheet	Landfill	2,376.00
Snap on Tools K J	Road & Bridge	85.86
So Low Environmental	Public Health CARES	12,600.00
Source Office Tech	Various Departments	4,164.27
Southland Medical	County Coroner	579.17
Sportsmith	P & R-Recreational Division	62.29
Stotz Equipment	P & R-Bell Nob Golf Course	4,148.00
Structural Dynamics	Publ Work Capital Construction	862.75
Stulken Brown Atty	County Attorney	600.00
Stulken Law	State & Fed Mandated Costs	237.50
Summit Food Services	Sheriff-Jail Facility	54,048.47
Sundance Times	Various Departments	325.00
Sunshine Custom Pain	Human Resources	2,919.40
Sysco Food Services	Children's Dev Svc-Preschool	3,240.32
T J Electric	Public Health CARES	1,435.00
TAA Tools	Information Technology Service	580.00
Tabbert, Janell J.	Children's Dev Svc-Spec Ed	253.00
Target Sign Company	P & R-Ice Skating	1,500.00
Temperature Tech	Maintenance/Custodial	1,080.00
That Embroidery Plac	Library-General Administration	200.00
The Grease Barrel	County Sheriff	209.95
The Range	P & R-Gen Adm	122.99
Thomson Reuters West	County Attorney	711.01
Thunder Basin Ford	Various Departments	92,809.06
Timberline Training	Various Departments	1,200.00
Tru Tech Products	Various Departments	60.11
Turncoat Agency	Commissioner's-Gen Cnty Costs	4,375.00
Tyler Tech	Payments In Lieu of Taxes Fund	17,337.50
U S Identification	County Sheriff	82.50
U S Post Clerk	County Clerk	1,240.00
Uline	Rockpile Museum - Gen Admin	210.20
Unique Management	Library-General Administration	116.35
United Parcel Serv	County Sheriff	88.70
Universal Athletic	P & R-Recreational Division	5,207.00

Urbin Law Office	State & Fed Mandated Costs	6,909.85
UW Business Office	Extension Dept-4-H Program	19,670.25
UW Financial Aid	Commissioner's-Gen Cnty Costs	500.00
Varitech Industries	FAA Cares Act	16,870.26
Verizon Adlt Drg Crt	Adult Drug Court	99.96
Verizon Attorney	County Attorney	32.63
Verizon Emergency Mgmt	Emergency Management	38.52
Verizon Juv Prob	Various Departments	199.92
Verizon Public Hlth	County Health Nurse	251.74
Verizon Public Works	Various Departments	579.89
Verizon Sheriff	Various Departments	12,396.20
Veto Enterprises	Various Departments	12,060.24
Visionary Broadband	Various Departments	6,549.66
Visitation Advocacy	1% Optional Sales Tax Fund	15,884.67
Vista Leasing	Various Departments	6,721.74
Vital Records Cont	Various Departments	105.95
Walmart Children Dev	Various Departments	398.03
Walmart Clerk	County Clerk	37.44
Walmart Extension	Various Departments	520.26
Walmart Juv Prob	Juvenile Probation	62.08
Walmart Juvenile Fam	Juvenile Drug Court Grants	22.38
Walmart Library	Various Departments	297.68
Walmart Museum	Rockpile Museum - Gen Admin	88.54
Walmart Park Rec	Various Departments	19,144.91
Walmart Sheriff	County Sheriff	217.95
Waste Connections	Various Departments	3,454.41
Water Guy	Northeast Wyoming Regional	460.00
Wesco Distribution	Maintenance/Custodial	10.32
Western Ecosystems	Commissioner's-Gen Cnty Costs	612.50
Western Plains Bus	County Assessor	247.50
Western Stationers	Extension Department	206.16
Western Waste Sol	Various Departments	920.92
Western Water Condit	Maintenance/Custodial	145.42
Weston Co Gazette	Various Departments	39.00
Westwood Pharmacy	Sheriff-Jail Facility	4,295.65
Whites Energy Motors	Various Departments	60,023.56
Wright Child Care	Children's Dev Svc-Spec Ed	810.00
Wright Community	1% Optional Sales Tax Fund	1,310.00
Wright Water Sewer	Various Departments	603.50
WY Dept Health Prev	Sheriff-Jail Facility	336.00
WY Dept Transport	FAA Cares Act	71,728.36
WY Heritage Foundation	Commissioner's Administration	100.00
WY Retirement Life	Campbell County General Fund	576.00

WY Retirement System	Various Departments	657,402.95
WY State Library	Various Departments	29,000.00
WY Workforce Unempl	Clerk-General County Costs	19,091.31
Wyoming Horsegirl Soap	Rockpile Museum - Gen Admin	145.75
Wyoming Machinery	Various Departments	33,131.70
Wyoming Rents	Various Departments	2,179.47
Wyoming Rural Water	Northeast Wyoming Regional	110.00
Wyoming State Hist	Rockpile Museum - Gen Admin	87.00
Wyoming Water Sol	Various Departments	845.49
Y Tex	Fair-General Admin	249.50
Youth Emergency Serv	Various Departments	50,082.04
Zahn, Heather M.	Children's Dev-Early Head Start	19.00
Zip Printing	County Sheriff	625.05
Zoho Corporation	Information Technology Service	13,020.00

The following are the claims for Part-Time Employees summarized by department for December 2020: Clerk, 3,378.84; Treasurer, 1,225.00; Sheriff, 9,312.73; Coroner, 2,020.00; Extension, 495.00; District Clerk of Court, 978.87; Museum, 93.00; Public Health, 1,696.00; Public Works-Custodians, 1,205.60; Children's Center, 12,664.43; Library, 51,186.81; Fair, 91.00; Parks & Recreation, 58,151.71

Public comment was provided by Jacob Dalby.

Commissioner Bell moved to select Bob Maul to serve as Chairman of the Campbell County Board of Commissioners for 2021. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve Resolution Number 2066 authorizing other Commissioners to act in the absence of the Chairman, as presented. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to accept and place on file the Public Servant Disclosure of Benefits/Interest for the following individuals: Troy Clements, County Assessor; Mitch Damsky, County Attorney; Cheryl Chitwood, Clerk of District Court; Pamela Merchen, Chief Deputy Clerk of District Court; Paul Wallem, County Coroner; Delmer Shelstad, County Commissioner; Rusty Bell, County Commissioner; Robert Maul, County Commissioner; Daniel Reardon, County Commissioner; Colleen Faber, County Commissioner; Susan Saunders, County Clerk; Sharon Groves, Senior Deputy County Clerk; Kendra Anderson, Chief Deputy County Clerk; Scott Matheny, County Sheriff; Rachael Knust, County Treasurer; Yvonne Wagner, Chief Deputy County Treasurer. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Randy Bury, Public Health Response Coordinator, was presented with the Most Valuable Personnel Award.

Commissioner Bell moved to approve the Memorandum of Understanding between the Wyoming Department of Health, Public Health Division and Campbell County for Public Health to utilize funds for COVID-19 surveillance and testing activities in the amount not to exceed \$572,496 for the period of December 31, 2020 to June 30, 2021, as presented. Commissioner Reardon seconded the motion. Commissioner Bell-Aye, Chairman Maul-Aye, Commissioner Shelstad-Nay, Commissioner Faber-Aye, Commissioner Reardon -Aye. Carried.

Commissioner Reardon moved to approve the Memorandum of Understanding between Wyoming Department of Health, Public Health Division and Campbell County for Public Health to provide home visitation services, Children's Special Health Program services and other Maternal and Child Health (MCH) services that support Title V in the total amount of \$180,206 from the effective date to June 30, 2022, as presented. Commissioner Bell seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to approve the District Support Grant Application for the Little Thunder Improvement and Service District in the amount of \$1,487.50 from the Optional One Percent Sales Tax fund for costs associated with the formation of their district, District Formation, Priority 1. Commissioner Bell seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve the Contract between the Wyoming Secretary of State's Office and Campbell County Clerk's Office to reaffirm the obligations regarding the equipment installation for physical security improvements specified in the original contract from the effective date to May 31, 2021. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to appoint Lewis Barnum to the Airport Board to serve a five-year term, ending December 31, 2025. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to appoint Dana Pearce and Trevor Lynde to the Fair Board to serve a five-year term, ending December 31, 2025. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to appoint Jeff Esposito to the Joint Powers Lodging Tax Board to serve a three-year term, ending December 31, 2023. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to appoint the following: Brittany Bucholz, Hazer Bulkley, Kristopher Anderson, Calvin Taylor and Angela Raber to the Natural Resource & Land Use Committee to serve a three-year term, ending December 31, 2023. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to appoint Steve Geertson and Josh Steele to the Predator Management District to serve a three-year term, ending December 31, 2023. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to appoint E. Loren Crain and Ralph Kingan to the Regional Water Panel to serve a three-year term, ending December 31, 2023. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to accept the resignation of Michael Stulken and approve the solicitation for his replacement to the Regional Water Panel to serve an unexpired three-year term ending June 30, 2022. Commissioner Bell seconded the motion. All Voted-Aye. Carried.

A public hearing was held at 10:15 AM for the purpose of hearing approval requests for applications for a new Liquor License and to renew Retail and Limited Liquor Licenses.

Commissioner Faber moved to approve the application for a new Retail Liquor License to Jennifer McLaughlin and renew the Retail and Limited Liquor Licenses issued to The Office Saloon LLC, Norma Ruff, Moose Lodge #1957, and Bryan Pownall & Michael Willis, pursuant to W.S. 12-4-104, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Mitch Damsky, County Attorney, left the meeting.

Commissioner Bell moved to convene into an Executive Session to discuss personnel. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

The Board reconvened in regular session at 11:15 AM.

There being no further business to come before the Commissioners the meeting was adjourned at 11:15 AM. The next regular meeting of the Commissioners will be held Tuesday, January 19, 2021, at 9:00 AM in the Commissioners Chambers in the Courthouse.

Susan F. Saunders, County Clerk
Board of County Commissioners

Bob Maul, Chairman
Board of County Commissioners

In accordance with W.S. 18-3-516(f) the required County Notices of Publication are available on the County's Website at: www.ccgov.net

Clerk of District Court
Monthly Statement
December 2020

Approved by the Board of County
Commissioners this..... day of

.....A.D. 20.....

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The State of Wyoming } ss.
County of Campbell

This instrument was filed
on the____ day of _____
20_____.

County Clerk

By _____
Deputy

MONTHLY STATEMENT

Statement of the Earnings or Collections of Cheryl Chitwood as Clerk of District Court within and for the County of Campbell, State of Wyoming, for the month ending December, 2020, and reported to the Board of District Court within and for the County of Campbell, State of Wyoming, Cheyenne, WY.

CLERK, DISTRICT COURT,

Civil Fees	4-040-0000	\$	4,240.00
Probate Fees	4-041-0000	\$	175.00
Fines	5-001-0000	\$	12,679.61
Jury Fees	4-044-0000	\$	200.00
Miscellaneous Fees	4-043-0000	\$	3,057.50

Total Earnings

\$ 20,352.11

STATE OF WYOMING)

) ss

County of Campbell)

I hereby certify that the above is a true and correct statement of the earnings of my office, or of moneys collected by me as such officer during the month above mentioned, and that the same has been by me paid into the County Treasury.

WITNESS my hand and seal this 6th day of January, 2021.


Cheryl Chitwood, Clerk

COUNTY CLERK
MONTHLY STATEMENT
DECEMBER ,2020

Approved by the Board of County
Commissioners this..... day of
.....A.D. 20.....
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The State of Wyoming } ss.
County of Campbell }

This instrument was filed
on the____day of____
20____.

County Clerk

By_____
Deputy

COUNTY CLERK'S MONTHLY STATEMENT

Statement of the collections of Susan F. Saunders as Campbell County Clerk within and for the County of Campbell, State of Wyoming, for the month ending December 31, 2020 and filed with the County Clerk for presentation to the Board of County Commissioners of said County as required by Wyoming Statute 18-3-814.

45560-Recording Fees	25,205.00	
45610-Marriage Licenses.....	780.00	
45570-Chatel Mortgages.....	10,123.00	
45580-Certificates of Titles.....	22,875.00	
45560-Misc Receipts Vault	929.50	
45620-Misc Receipts Front	2.50	
45600-VINS.....	3,050.00	
IDOC Market...Autodeposited in FNBClerk...	303.00	////1.4694.1
TOTAL	63,268.00	

Info for Treasurer's Office

WY Titles	1,525	@ \$15.00	=	22,875.00
SO Vins	129	@ \$10.00	=	1,290.00
PD Vins	164	@ \$10.00	=	1,640.00
GF Vins	12	@ \$10.00	=	120
HP Vins		@ \$10.00	=	
WC Vins		@ \$10.00	=	

STATE OF WYOMING)
)ss.
 COUNTY OF CAMPBELL)

I hereby certify that the above is a true and correct statement of the monies collected by me as such officer during the month above mentioned, and that the same has been paid into the County Treasury.

WITNESS my hand and seal the 4th day of January, 2021

Susan F. Saunders, Campbell County Clerk

BY: Jean L. Carrion, Deputy



Sheriff's Dept
Monthly Statement
December 2020

Approved by the Board of County
Commissioners this..... day of
.....A.D. 20.....
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.....
.....

The State of Wyoming } ss.
County of Campbell

This instrument was filed
on the____ day of____
20____.

County Clerk

By_____
Deputy

MONTHLY SHERIFF'S STATEMENT

Statement of the collections of **Scott Matheny** as Sheriff within and for the County of Campbell, State of Wyoming, for the month ending **December 2020** and filed with the County Clerk for presentation of the Board of County Commissioners of said County as required by Wyoming State Statute 18-3-814.

	Service Fees	\$3,950.00
	Fingerprint Fees	\$415.00
	Background Fees	\$27.00
	Copy Fees	\$60.50
	Notary Fees	\$18.00
	Sheriff's Sale & Sheriff's Certificate Fees.....	\$65.00
	Executions	\$1,719.87
COUNTY SHERIFF	Concealed Firearm Permit Fees	\$1010.00
	Sex Offender Registration Fees	\$456.75
	Salvage Vehicle Sales	\$2,500.00
	Towing Fees	\$450.00
	Foreclosure Sales	\$0.00
	Misc. Refund	\$0.00
	Misc.	\$0.00
	General Fund	\$0.00
	E911	\$0.00
	Town of Wright Reimbursement	\$0.00
	Town of Wright 911	\$0.00
	Campbell County Fire Department 911.....	\$0.00
	Campbell County Health 911	\$0.00
	WASCOP Grant	\$0.00
	CC School District SRO Salary/Benefits	\$0.00
	Sheriff Account Interest	\$0.00
		\$10,672.12

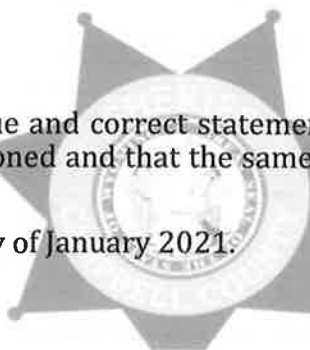
STATE OF WYOMING

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COUNTY OF CAMPBELL

I hereby certify that the above is a true and correct statement of the monies collected by me as such officer during the month above mentioned and that the same has been paid into the County Treasury, the appropriate court or entity.

WITNESS my hand and seal this 4th day of January 2021.



Scott Matheny
Sheriff of Campbell County

Sheriff's Dept--Detention
Monthly Statement
December 2020

Approved by the Board of County
Commissioners this..... day of
.....A.D. 20.....
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The State of Wyoming } ss.
County of Campbell }

This instrument was filed
on the ____ day of ____
20 ____.

County Clerk

By _____
Deputy



CAMPBELL COUNTY SHERIFF'S OFFICE

MONTHLY SHERIFF'S STATEMENT-*DETENTION CENTER*

Statement of the collection of **Scott D. Matheny** as Sheriff within and for the County of Campbell, State of Wyoming, for the month ending **December 2020** and filed with the County Clerk for presentation of the Board of County Commissioners of said County as required by Wyoming State Statute 18-3-814.

COUNTY SHERIFF

10 Day Housing	\$2,405.00
Split Sentence Housing	\$9,960.00
Probation Sanctions	\$180.00
U.A. Tests	\$28.00
Restitution	\$12.50
Medical Reimbursement	\$2,809.49
City of Gillette Housing	\$3,975.00
Blood Draw	\$300.00
24/7 Program	\$86.00
U.S. Marshal Housing	\$2,015.00
24/7 Program	\$9,918.75
Juvenile Housing	\$4,050.00
TOTAL	\$35,739.74

Direct Deposit

I hereby certify that the above is a true and correct statement of the monies collected by me as such officer during the month above mentioned and that the same has been paid into the County Treasury, the appropriate court, or entity.

Date: 1/7/21

Scott D. Matheny
Campbell County Sheriff

FISCAL YEAR 2020-2021
December 31, 2020

FIB	353153976	47,379.93
FNB	007-8	13,804,172.86
ACH	308-5	80.58
FNB CCSD	086-8	2,117,342.09
FNB Flex	568-1	25,898.97
FNB Health Benefits	315-8	1,556,603.00
FNB Special Escrow	74-4	14,000,435.38
FNB Airport PFC Account	133-3	187,160.88
FNB Library Credit Card Fees	862-1	749.41
FNB Museum Credit Card Fees	11092301	135.94
FNB North Landfill Credit Card Fees	864-8	10,203.72
FNB Narcotics Federal Forfeitures	107-4	0.00
FNB Recreation Credit Card Fees	139-2	38,452.01
FNB State Drug Forfeiture Funds	132-5	15,128.93
FNB Taxes Paid in Protest	2075305	10,721.58
FNB-CDSCC-Region 13 Preschool Service	24-8	221,559.22
FNB-CDSCC-Early Head Start	91-4	84.56
NSF Checks		3,411.46
Long & Short-Treasurer		2,100.00
Clerk-Dist Crt-Sheriff-Engineer-Landfill-Public Health-Parks & Rec		8,639.50
Cash & Currency		6,150.00
TOTAL CASH ACCOUNTS	32,056,410.02	
TOTAL TDOA'S	252,237,851.01	
Premium & Discounts		22,538.91
WGIF-Building Maintenance		39,571,630.89
WGIF-Campus Maintenance		4,112,161.31
WGIF-Campus Maintenance Tec		2,577,427.92
WGIF-Capital Replacement Reserve		95,120,954.04
WGIF-Fleet Management		7,038,511.54
WGIF-Fleet Mgmt-PLB -City		704,768.29
WGIF-Gillette College Activity & Education Center		0.00
WGIF-Gillette College Rodeo		0.00
WGIF-Jt Powers Rec Maint Fund		8,862,988.04
WGIF-Road Equipment		2,284,685.66
WGIF-1% Road Machinery Repl		500,226.36
WGIF-Short Term Future Cap Const		15,385,823.74
WYOSTAR-1% Municipalities		815,775.15
WYOSTAR-1% Optional		7,581,568.38
WYOSTAR-Cap Fac Excess		11,726.61
WYOSTAR-CCSD Dist Fund		7,390,000.00
WYOSTAR-Enhanced 911		232,822.12
WYOSTAR-Fleet Management		0.00
WYOSTAR-General		43,228,534.49
WYOSTAR-General Held Revenues		406.39
WYOSTAR-Health Benefits		4,030,652.06
WYOSTAR-PILT		3,407,550.12
WYOSTAR-Pronghorn Center Main Reserve		1,325,623.60
WYOSTAR-SCFM		4,707,183.47
WYOSTAR-Town of Wright Rec Maintenance		1,665,305.03
WYOSTAR-Wyoming Lottery/Off Track Betting		1,681,525.80
TOTAL	284,316,799.94	

176,159,177.79

74,397,147.42

Approved by the Board of County Commissioners this _____ day of _____, 2021.

THE STATE OF WYOMING

ss.

County of Campbell

I, Rachael Knust, being first duly sworn according to law, on my oath do depose and say that I am County Treasurer within and for the County of Campbell in the State aforesaid; that the within and foregoing represents a true and correct Trial Balance of my records at the close of business December, 2020; that my statement of Cash is just, true and correct, so help me God.

Yvonne Wagner Deputy
County Treasurer

Subscribed and sworn to before this 11 day of Jan, 2021.

Grant Saunders
County Clerk

12/31/2020		
Airport	278.14	278.14
American Road	0.00	0.00
Antelope Valley	0.00	0.00
Bennor Estates	780.00	780.00
BOCHES	161,536.04	161,536.04
Bond Disclosure	4,500.00	4,500.00
Box N Ranch Rd	780.00	780.00
Brunsen	1,200.00	1,200.00
Buckskin	720.00	720.00
Car Company Tax	0.00	0.00
Cash Reserve	15,000,000.00	15,000,000.00
Cemetery	266,856.52	266,856.52
Central Campbell County	5,332.82	5,332.82
Certificates of Purchase	(0.00)	0.00
City of Gillette	423,191.98	423,191.98
Collins Heights	0.00	0.00
Cottonwood I&S	300.00	300.00
County Sales Tax	156.90	156.90
Country Living Acres	300.00	300.00
Countryside I&S	1,300.00	1,300.00
Crestview I & S	0.00	0.00
Donkey Creek	902.22	902.22
Eight Mile I&S	60.00	60.00
Fair	141.84	141.84
Fire	0.00	0.00
Foundation	3,876,844.15	3,876,844.15
Fox Park	297.50	297.50
Fox Ridge	300.00	300.00
Freedom Hills	9,608.34	9,608.34
General County	34,999,316.25	34,999,316.25
Graceland	300.00	300.00
Green Valley Estates	90.00	90.00
Health Benefits Trust	5,829,373.18	5,829,373.18
Heritage Village	2,645.82	2,645.82
High Country Estates	989.76	989.76
Highway VIN Fees	0.00	0.00
Hospital	969,211.34	969,211.34
Hospital Bond	40.43	40.43
Hospital Bond Interest	5.02	5.02
Interstate Industrial	0.00	0.00
Investments-1% Muni Jt Powers	228,836.57	228,836.57
Investments-1% Optional	7,581,568.38	7,581,568.38
Investments-Building Maintenance	39,571,630.89	39,571,630.89
Investments-Campus Maintenance	4,112,161.31	4,112,161.31
Investments-Campus Tech Center- Fund 004/027	2,577,427.92	2,577,427.92
Investments-Cap Fac Excess	11,726.61	11,726.61
Investments-Capital Replace Reserve	95,120,954.04	95,120,954.04
Investments-Enhanced 911 Fees	299,946.68	299,946.68
Investments-Fleet Management	10,528,191.85	10,528,191.85
Investments-Gillette College	0.00	0.00
Investments-Jt Powers Rec Maintenance - Fund 028	8,862,988.04	8,862,988.04
Investments-PILT	3,407,550.12	3,407,550.12
Investments-Pronghorn Center Main Reserve	1,325,623.60	1,325,623.60
Investments-SCFM County Road Funds	4,707,183.47	4,707,183.47
Investments-Short Term Future Capital Construction-Fund 696	15,385,823.74	15,385,823.74
Investments-Town of Wright Rec Maintenance-Fund 695	1,665,305.03	1,665,305.03
Investments-Wyoming Lottery/Off Track Betting	1,655,681.36	1,655,681.36
Library	1,110.77	1,110.77
Lodging Tax	33,982.73	33,982.73
Los Caballos	810.00	810.00
McKenny	400.00	400.00
Meadow Springs I&S	0.00	0.00
Means	0.00	0.00
Means, Carter, N Hannum	3,100.00	3,100.00
Moon Ridge	4,502.03	4,502.03
Motor Vehicle County Fees	(0.00)	0.00
Motor Vehicle State Fees	116,820.03	116,820.03
Motor Vehicle Non Apportioned Fees	0.00	0.00
Motor Vehicle Temp Sticker/paper Fee	0.00	0.00
Mobile Machinery County Fees	0.00	0.00
Mobile Machinery Pro-Rate	0.00	0.00
Motor Vehicle Pro-Rate	0.00	0.00
Motor Vehicle In Transit Permit	100.00	100.00
Motor Vehicle Temp Worker Decals	0.00	0.00
Museum	138.15	138.15
North Rangeland	660.00	660.00
Organ Donor Donations	48.00	48.00
Oriva Hills	8,613.62	8,613.62
Overbrook I&S	1,200.00	1,200.00
Peoples	4,139.76	4,139.76
Pineview	0.00	0.00
Pinnacle Heights	0.00	0.00
Prairieview	70,371.32	70,371.32
Predatory	0.00	0.00
Premium & Discounts	22,538.91	22,538.91
Rafter D	150.00	150.00
Recreation	1,077.63	1,077.63
Rock Road I&S	0.00	0.00
Rocky Point	1,432.86	1,432.86
Rustic Hills	2,050.00	2,050.00
Sales & Use Tax	663,324.14	663,324.14
School--1 Mill Optional	0.00	0.00

School--6 Mill County Wide	1,939,750.45	1,939,750.45
School--25 Mill Special School	8,082,294.15	8,082,294.15
School--BOCES	0.00	0.00
School--Cap Main	0.00	0.00
School--General School	85,464.22	85,464.22
School--Rec Mill	323,291.63	323,291.63
School Bond Redemption	0.00	0.00
School Bond Redemption Interest	0.00	0.00
Small Buttes	900.00	900.00
South Douglas Hwy	50,308.79	50,308.79
Southern Industrial	0.00	0.00
Southfork Estates	2,700.00	2,700.00
Southside	0.00	0.00
Special Escrow	13,995,935.38	13,995,935.38
Stonegate Estates	9,593.82	9,593.82
Sundog	450.00	450.00
Taxes-Transportable Homes	0.00	0.00
Taxes-2020	0.00	0.00
Taxes-Interest 2020	0.00	0.00
Taxes-2019	0.00	0.00
Taxes-Interest 2019	(0.00)	0.00
Taxes-2018	0.00	0.00
Taxes-Interest 2018	0.00	0.00
Taxes-2017	(0.00)	0.00
Taxes-Interest 2017	(0.00)	0.00
Taxes-2016	0.00	0.00
Taxes-Interest 2016	0.00	0.00
Taxes-2015	(0.00)	0.00
Taxes-Interest 2015	0.00	0.00
Taxes-2014	0.00	0.00
Taxes-Interest 2014	0.00	0.00
Taxes-2013	0.00	0.00
Taxes-Interest 2013	0.00	0.00
Taxes-2012	0.00	0.00
Taxes-Interest 2012	0.00	0.00
Taxes-2011	0.00	0.00
Taxes-Interest 2011	0.00	0.00
Taxes-2010	0.00	0.00
Taxes-Interest 2010	0.00	0.00
Taxes-2009	0.00	0.00
Taxes-Interest 2009	0.00	0.00
Taxes-2008	0.00	0.00
Taxes-Interest 2008	0.00	0.00
Taxes-2007	0.00	0.00
Taxes-Interest 2007	0.00	0.00
Taxes-2006	0.00	0.00
Taxes-Interest 2006	0.00	0.00
Taxes-2005	0.00	0.00
Taxes-Interest 2005	0.00	0.00
Taxes-2004	0.00	0.00
Taxes-Interest 2004	0.00	0.00
Taxes-2003	0.00	0.00
Taxes-Interest 2003	0.00	0.00
Taxes-2002	0.00	0.00
Taxes-Interest 2002	0.00	0.00
Taxes-2001	0.00	0.00
Taxes-Interest 2001	0.00	0.00
Taxes-2000	0.00	0.00
Taxes-Interest 2000	0.00	0.00
Taxes-1999	0.00	0.00
Taxes-Interest 1999	0.00	0.00
Taxes-1998	0.00	0.00
Taxes-Interest 1998	0.00	0.00
Taxes-1997	0.00	0.00
Taxes-Interest 1997	0.00	0.00
Taxes-1996	0.00	0.00
Taxes-Interest 1996	0.00	0.00
Taxes-1995	0.00	0.00
Taxes-Interest 1995	0.00	0.00
Taxes-1994	0.00	0.00
Taxes-Interest 1994	0.00	0.00
Taxes-1993	0.00	0.00
Taxes-Interest 1993	0.00	0.00
Taxes-1992	0.00	0.00
Taxes-Interest 1992	0.00	0.00
Taxes-1991	0.00	0.00
Taxes-Interest 1991	0.00	0.00
Taxes-1990	0.00	0.00
Taxes-Interest 1990	0.00	0.00
Taxes Paid in Protest	105,065.47	105,065.47
Town of Wright	16,379.85	16,379.85
Veterans Exemptions	0.00	0.00
Watercraft VIN Fees	0.00	0.00
Weed & Pest	146,655.04	146,655.04
Wessex Impr & Service	0.00	0.00
Wild Horse Creek I&S	1,505.03	1,505.03
Wildlife Conservation Donation	59.75	59.75
Wright Water & Sewer	19,918.55	19,918.55
	284,316,799.94	284,316,799.94
	284,316,799.94	Balance on Daily
	284,316,799.94	Balance on Trial B
	0.00	

SUMMARY

COUNTY TREASURER
of
Campbell County

12/31/2020

THE STATE OF WYOMING

ss.

County of Campbell

I, Rachael Knust, being first duly sworn according to law, on my oath do depose and say that I am County Treasurer within and for the County of Campbell in the State aforesaid; that the within and foregoing represents a true and correct Summary of all my Receipts and Disbursements by me as such Treasurer, during the time herein designated, so help me God.

Yvonne Wagner, Deputy
County Treasurer

Subscribed and sworn to before me this 11th day of January, A.D. 2021.

Susan Saunders
County Clerk

Filed in the office of the County Clerk

_____, A.D. 2020

County Clerk.

Approved by the Board of County
Commissioners this ____ day of _____, A.D. 2020

PAYROLL PAYMENT

FOR THE PAY PERIOD (s) ENDING

December 26, 2020

December 31, 2020

_____, _____

We do hereby approve the County Payroll as presented this 19th day of January, 2021

Member

Member

Member

Member

Chairman

PETITION FOR REBATE/CANCELLATION OF TAXES

12-18-2020
date processed

STATE OF WYOMING
COUNTY OF CAMPBELL

No: 4258

NAME: BESLERS HOT OIL SERVICE LLC

NOTICE ISSUED FOR:

NOVC#

OTHER: BUSINESS CLOSED

☐ PARTIAL

☐ REBATE

☒ CANCELLATION

YEAR 2020

TAX NOTICE NO. 11198

DISTRICT NO. 150

ASSESSED VALUATION: 55

AMOUNT:\$ 3.74

 COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS 19 DAY OF Jan, 2021

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20__

COUNTY CLERK

PETITION FOR REBATE/CANCELLATION OF TAXES

12-18-20
date processed

STATE OF WYOMING
COUNTY OF CAMPBELL

No: 4260

NAME: EOG RESOURCES INC

NOTICE ISSUED FOR:

NOVC# 2020-0461

OTHER:

☒ PARTIAL
☒ REBATE
☐ CANCELLATION

YEAR 2018

TAX NOTICE NO. 1599

DISTRICT NO. 100

ASSESSED VALUATION: 42

AMOUNT:\$ 2.50

Jerry A. Gorman COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS 19 DAY OF Jan, 2021

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20____

COUNTY CLERK

PETITION FOR REBATE/CANCELLATION OF TAXES

12-18-20
date processed

STATE OF WYOMING
COUNTY OF CAMPBELL

No: 4261

NAME: VERMILION ENERGY US LLC

NOTICE ISSUED FOR:

NOVC# 2020-0447

OTHER:

☒ PARTIAL
☐ REBATE
☒ CANCELLATION

YEAR 2020

TAX NOTICE NO. 5569

DISTRICT NO. 100

ASSESSED VALUATION: 17,366,212

AMOUNT:\$ 1,042,945.20

Troy A. Gammuto COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS 19 DAY OF Jan, 2021

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20____

COUNTY CLERK

PETITION FOR REBATE/CANCELLATION OF TAXES

12/18/20
date processed

STATE OF WYOMING
COUNTY OF CAMPBELL

No: 4262

NAME: STUCKEY ELIZABETH

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME DESTROYED

☐ PARTIAL
☐ REBATE
☒ CANCELLATION

YEAR 2017

TAX NOTICE NO. 5205

DISTRICT NO. 100

ASSESSED VALUATION: 323

AMOUNT:\$ 19.22

Joy A. Gammuto COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS 19 DAY OF Jan, 2021

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20____

COUNTY CLERK

PETITION FOR REBATE/CANCELLATION OF TAXES

12/18/20
date processed

STATE OF WYOMING
COUNTY OF CAMPBELL

No: 4263

NAME: STUCKEY ELIZABETH

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME DESTROYED

☐ PARTIAL
☐ REBATE
☒ CANCELLATION

YEAR 2018

TAX NOTICE NO. 5111

DISTRICT NO. 100

ASSESSED VALUATION: 329

AMOUNT:\$ 19.62

Troy A. Clement COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS 19 DAY OF Jan, 2021

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 ____

COUNTY CLERK

PETITION FOR REBATE/CANCELLATION OF TAXES

12/18/20
date processed

STATE OF WYOMING
COUNTY OF CAMPBELL

No: 4264

NAME: STUCKEY ELIZABETH

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME DESTROYED

☐ PARTIAL
☐ REBATE
☒ CANCELLATION

YEAR 2019

TAX NOTICE NO. 5122

DISTRICT NO. 100

ASSESSED VALUATION: 349

AMOUNT:\$ 20.92

Troy A. Gorman COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS 19 DAY OF Jan, 2021

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20____

COUNTY CLERK

PETITION FOR REBATE/CANCELLATION OF TAXES

12/18/20
date processed

STATE OF WYOMING
COUNTY OF CAMPBELL

No: 4265

NAME: GARCIA DIAZ GERARDO &

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME DESTROYED

☐ PARTIAL
☐ REBATE
☒ CANCELLATION

YEAR 2016

TAX NOTICE NO. 8913

DISTRICT NO. 141

ASSESSED VALUATION: 341

AMOUNT:\$ 20.66

Joy A. Gorman COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS 19 DAY OF Jan, 2021

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 ____

COUNTY CLERK

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL

No: 4266

12/18/20
date processed

NAME: GARCIA DIAZ GERARDO &

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME DESTROYED

☐ PARTIAL
☒ REBATE
☒ CANCELLATION

YEAR 2017

TAX NOTICE NO. 8893

DISTRICT NO. 141

ASSESSED VALUATION: 337

AMOUNT:\$ 20.04

Troy A. Gammuto COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS 19 DAY OF Jan, 2021

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20__

COUNTY CLERK

PETITION FOR REBATE/CANCELLATION OF TAXES

12/18/20
date processed

STATE OF WYOMING
COUNTY OF CAMPBELL

No: 4267

NAME: GARCIA DIAZ GERARDO &

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME DESTROYED

☐ PARTIAL
☐ REBATE
☒ CANCELLATION

YEAR 2018

TAX NOTICE NO. 8783

DISTRICT NO. 141

ASSESSED VALUATION: 351

AMOUNT:\$ 20.92

Troy McGovern COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS 19 DAY OF Jan, 2021

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 ____

COUNTY CLERK

PETITION FOR REBATE/CANCELLATION OF TAXES

12/18/20
date processed

STATE OF WYOMING
COUNTY OF CAMPBELL

No: 4268

NAME: KRASOVICH MICHAEL J

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME DESTROYED

☐ PARTIAL
☒ REBATE
☒ CANCELLATION

YEAR 2020

TAX NOTICE NO. 2902

DISTRICT NO. 100

ASSESSED VALUATION: 358

AMOUNT:\$ 21.50

Troy AcGorman COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS 19 DAY OF Jan, 2021

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20____

COUNTY CLERK

PETITION FOR REBATE/CANCELLATION OF TAXES

12/18/20
date processed

STATE OF WYOMING
COUNTY OF CAMPBELL

No: 4270

NAME: FLANSBURG WALTER A & CONNIE J

NOTICE ISSUED FOR:

NOVC#

OTHER: PAID & MOVED WASNT DELETED

☐ **PARTIAL**
☐ **REBATE**
☒ **CANCELLATION**

YEAR 2020

TAX NOTICE NO. 1713

DISTRICT NO. 100

ASSESSED VALUATION: 423

AMOUNT:\$ 25.40

 **COUNTY ASSESSOR**

APPROVED: _____ **DENIED:** _____

THIS 19 **DAY OF** Jan, **20**21

BOARD OF COUNTY COMMISSIONERS

FILED _____, **20** _____

COUNTY CLERK

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL

No: 4271

12/18/20
date processed

NAME: BRANDT TINA

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME ABANDONED

☐ PARTIAL
☐ REBATE
☒ CANCELLATION

YEAR 2015

TAX NOTICE NO. 557

DISTRICT NO. 100

ASSESSED VALUATION: 350

AMOUNT:\$ 20.86

Troy A. Gernant COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS 19 DAY OF Jan, 2021

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20__

COUNTY CLERK

PETITION FOR REBATE/CANCELLATION OF TAXES

12/18/20
date processed

STATE OF WYOMING
COUNTY OF CAMPBELL

No: 4272

NAME: BRANDT TINA

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME ABANDONED

☐ PARTIAL
☐ REBATE
☒ CANCELLATION

YEAR 2016

TAX NOTICE NO. 562

DISTRICT NO. 100

ASSESSED VALUATION: 324

AMOUNT:\$ 19.30

Troy H. Givens COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS 19 DAY OF Jan, 2021

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20____

COUNTY CLERK

PETITION FOR REBATE/CANCELLATION OF TAXES

12/18/20
date processed

STATE OF WYOMING
COUNTY OF CAMPBELL

No: 4273

NAME: BRANDT TINA

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME ABANDONED

☐ PARTIAL
☐ REBATE
☒ CANCELLATION

YEAR 2017

TAX NOTICE NO. 539

DISTRICT NO. 100

ASSESSED VALUATION: 323

AMOUNT:\$ 19.22

Troy A. Gurnett COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS 19 DAY OF Jan, 2021

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 ____

COUNTY CLERK

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL

No: 4274

12/18/20
date processed

NAME: BRANDT TINA

NOTICE ISSUED FOR:

NOVC#

OTHER: MOBILE HOME ABANDONED

☐ PARTIAL

☐ REBATE

☒ CANCELLATION

YEAR 2018

TAX NOTICE NO. 558

DISTRICT NO. 100

ASSESSED VALUATION: 311

AMOUNT:\$ 18.54

 COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS 19 DAY OF Jan, 2021

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20____

COUNTY CLERK

PETITION FOR REBATE/CANCELLATION OF TAXES

1-7-21
date processed

STATE OF WYOMING
COUNTY OF CAMPBELL

No: 4275

NAME: FORD PROPERTIES LLC

NOTICE ISSUED FOR:

NOVC#

OTHER: WELL EXEMPTION VALUE CHANGE

☐ PARTIAL
☐ REBATE
☒ CANCELLATION

YEAR 2020

TAX NOTICE NO. 14279

DISTRICT NO. 150

ASSESSED VALUATION: 49,984

AMOUNT:\$ 3,401.71

Troy A. Clements COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS 19 DAY OF Jan, 20 21

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 ____

COUNTY CLERK

PETITION FOR REBATE/CANCELLATION OF TAXES

1-11-2021
date processed

STATE OF WYOMING
COUNTY OF CAMPBELL

No: 4276

NAME: STRONGTOWER INVESTMENT LLC

NOTICE ISSUED FOR:

NOVC#

OTHER: BUSINESS CLOSED

☐ PARTIAL
☐ REBATE
☒ CANCELLATION

YEAR 2020

TAX NOTICE NO. 22073

DISTRICT NO. 150

ASSESSED VALUATION: 7,259

AMOUNT:\$ 494.02

 COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS _____ DAY OF _____, 20 ____

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 ____

COUNTY CLERK

CAMPBELL COUNTY
Request for Change of Capital Purchase

Agency Requesting Change: Road & Bridge/HR Risk _____

Description of Original Purchase Item: Faucet Mount Eyewash Station _____

Description of New Purchase Item: Shipping cost for eyewash station \$8.50 _____

Account Number: 020.7531 _____

Reason for Change: Was not available until after purchase _____

Do you intend to purchase the original capital item later this fiscal year? ____ yes ____ no N/A

If yes, how do you plan to fund the purchase? _____



Signature of Department Head



Date

Approved _____ Disapproved _____

County Commissioner

Date

Reason for Disapproval _____

ROUTING:

Originating Department: Complete and submit to Commissioners

Commissioners Office: Review and return to original to requesting Department; Copy to Budget Officer; Copy to File

HA Credit Card
020.7531

Crystal A. Nichols

From: Eyewash Direct <sales@eyewashdirect.com>
Sent: Tuesday, January 5, 2021 2:42 PM
To: Crystal A. Nichols
Subject: Order Confirmation/Sales Receipt SO-10548755

Please be cautious.

This email originated from outside the County organization.



720.452.3060

M-F: 7:30am - 5:00pm MST

My Account - Order Status/Track Order

Eyewash Stations

Safety Showers

Repair Parts

Top Brands

Thank You For Your Order!

Order Number: SO-10548755

Order Date: January 5, 2021

Hi Crystal,

Thank you for shopping at Eyewash Direct - we appreciate your business! Should you have any questions, we are available via Live Chat, [e-mail](#), and by phone at 720.452.3060.

You can also check the status of your order 24 hours a day by logging into your account [here](#) and using the email address and password you created at checkout. We'll also send you an email once your order has shipped with tracking information so you can monitor the progress of your delivery.

**Thank you,
The Eyewash Direct Team**

Product Name	Options	Price Each	Qty	Amount
 Sku: C1974338 Bradley S19-200B Faucet Mount Eyewash Station		\$71.00	1	\$71.00
Availability: In Stock - Usually Ships Same Day				

Subtotal: \$71.00

Shipping: \$8.50

Sales Tax: \$0

Total Order: \$79.50

Billing Info

Shipping Info

BILLING ADDRESS:

Campbell County Government
Crystal Nichols
500 S Gillette Ave
Gillette WY 82716
(307) 687-6355

SHIPPING ADDRESS:

Campbell County Government
Crystal Nichols
500 S Gillette Ave
Gillette WY 82716
(307) 687-6355

PAYMENT METHOD:

Visa : *****8553

SHIPPING METHOD:

Shipping & Handling

P.O. #

Order Comments:

 Click here to view the details of this order.

 Click here to view the details of this order.

 Click here to view the details of this order.

By placing an order, customers accept and agree to Eyewash Direct's Terms & Conditions which can be found here:
<https://www.eyewashdirect.com/pages/terms>

© 2020 - Eyewash Direct, All Rights Reserved - Phone: 720.452.3060 - 8810 W. 116th Circle Unit B Broomfield, CO 80021

28 Emergency Sick Leave Bank Donation

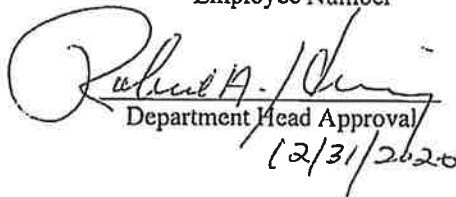
TO: Campbell County Board of Commissioners

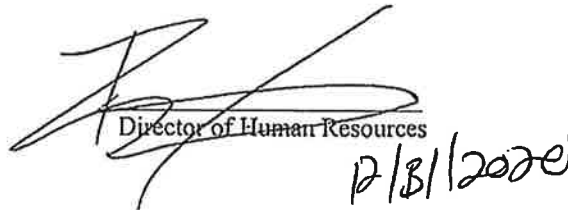
Donating Department: Rockpile Museum

DATE: 12/31/2020

Please consider this request to transfer up to 80 hours of accrued sick leave. No single donation should exceed 100 hrs.

From: 538290 To: ESLB
Employee Number


Department Head Approval
12/31/2020


Director of Human Resources
12/31/2020

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Donating Department: Complete & print form, obtain applicable signatures then forward to HR; HR Department: Review & approve, create copy for file and donating department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner meeting action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Donating Department: Check outcome from Commissioners meeting minutes.

For Payroll/HR Only:

Date Used: _____

Employee Number (Donating employee): _____

Hours Utilized: _____

29

Emergency Sick Leave Bank Donation**TO:** Campbell County Board of Commissioners**Donating Department:** Public Works**DATE:** 12/31/20

Please consider this request to transfer up to 40 hours of accrued sick leave. No single donation should exceed 100 hrs.

From: # 542862 To: ESLB
Employee Number


Department Head Approval


Director of Human Resources

11/4/21

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Donating Department: Complete & print form, obtain applicable signatures then forward to HR; HR Department: Review & approve, create copy for file and donating department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner meeting action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Donating Department: Check outcome from Commissioners meeting minutes.

For Payroll/HR Only:

Date Used: _____

Employee Number (Donating employee): _____

Hours Utilized: _____

30 - Emergency Sick Leave Bank Donation

TO: Campbell County Board of Commissioners

Donating Department: Public Health

DATE: 12/31/20

Please consider this request to transfer up to 100 hours of accrued sick leave. No single donation should exceed 100 hrs.

From: 366109
Employee Number

To: ESLB

Jane Y. Casselman, RN, APRN BC
Department Head Approval

[Signature]
Director of Human Resources

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Donating Department: Complete & print form, obtain applicable signatures then forward to HR; HR Department: Review & approve, create copy for file and donating department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner meeting action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Donating Department: Check outcome from Commissioners meeting minutes.

For Payroll/HR Only:

Date Used: _____

Employee Number (Donating employee): _____

Hours Utilized: _____

3\ **Emergency Sick Leave Bank Donation**

TO: Campbell County Board of Commissioners

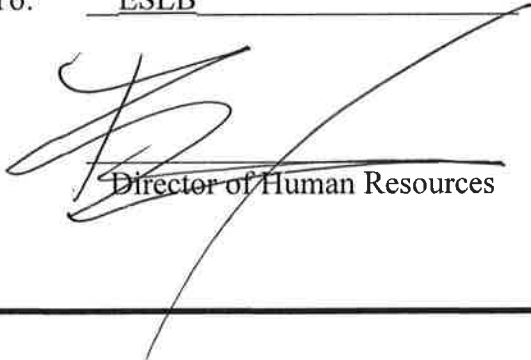
Donating Department: airport

DATE: 01-05-21

Please consider this request to transfer up to 100 hours of accrued sick leave. No single donation should exceed 100 hrs.

From: 105179 To: ESLB
Employee Number


Department Head Approval


Director of Human Resources

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Donating Department: Complete & print form, obtain applicable signatures then forward to HR; HR Department: Review & approve, create copy for file and donating department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner meeting action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Donating Department: Check outcome from Commissioners meeting minutes.

For Payroll/HR Only:

Date Used: _____

Employee Number (Donating employee): _____

Hours Utilized: _____

32 Emergency Sick Leave Bank Donation

TO: Campbell County Board of Commissioners

Donating Department: Clerk District Court

DATE: Jan 4, 2021

Please consider this request to transfer up to 40 hours of accrued sick leave. No single donation should exceed 100 hrs.

From: 310050
Employee Number

To: ESLB

Cheryl Critwood
Department Head Approval

[Signature]
Director of Human Resources

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Donating Department: Complete & print form, obtain applicable signatures then forward to HR; HR Department: Review & approve, create copy for file and donating department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner meeting action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Donating Department: Check outcome from Commissioners meeting minutes.

For Payroll/HR Only:

Date Used: _____

Employee Number (Donating employee): _____

Hours Utilized: _____

33 Emergency Sick Leave Bank Donation

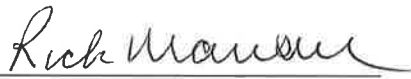
TO: Campbell County Board of Commissioners

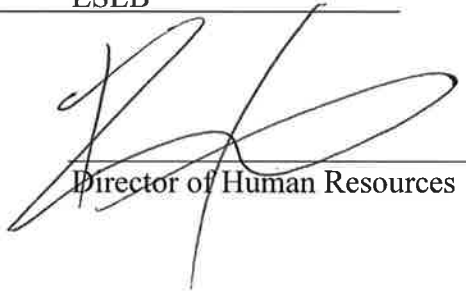
Donating Department: Parks and Recreation

DATE: 1/7/2021

Please consider this request to transfer up to 100 hours of accrued sick leave. No single donation should exceed 100 hrs.

From: 103018 To: ESLB
Employee Number


Department Head Approval


Director of Human Resources

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Donating Department: Complete & print form, obtain applicable signatures then forward to HR; HR Department: Review & approve, create copy for file and donating department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner meeting action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Donating Department: Check outcome from Commissioners meeting minutes.

For Payroll/HR Only:

Date Used: _____

Employee Number (Donating employee): _____

Hours Utilized: _____

34 Emergency Sick Leave Bank Donation

TO: Campbell County Board of Commissioners

Donating Department: Parks and Recreation

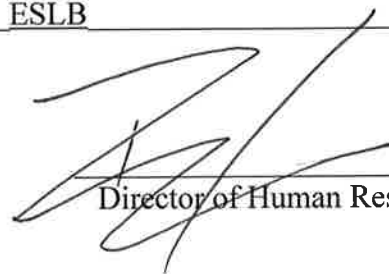
DATE: 01/01/2021

Please consider this request to transfer up to 100 hours of accrued sick leave. No single donation should exceed 100 hrs.

From: 171230
Employee Number

To: ESLB


Department Head Approval


Director of Human Resources

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Donating Department: Complete & print form, obtain applicable signatures then forward to HR; HR Department: Review & approve, create copy for file and donating department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner meeting action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Donating Department: Check outcome from Commissioners meeting minutes.

For Payroll/HR Only:

Date Used: _____

Employee Number (Donating employee): _____

Hours Utilized: _____

35 - Emergency Sick Leave Bank Donation

TO: Campbell County Board of Commissioners

Donating Department: Landfill

DATE: 01/06/21

Please consider this request to transfer up to 40 hours of accrued sick leave. No single donation should exceed 100 hrs.

From: 309981 To: ESLB
Employee Number


Department Head Approval


Director of Human Resources

 1/12/21

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Donating Department: Complete & print form, obtain applicable signatures then forward to HR; HR Department: Review & approve, create copy for file and donating department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner meeting action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Donating Department: Check outcome from Commissioners meeting minutes.

For Payroll/HR Only:

Date Used: _____

Employee Number (Donating employee): _____

Hours Utilized: _____

**OFFICE**

500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

TO: Board of Commissioners
FROM: Wendy Balo, Public Works
DATE: 1/8/2021
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$1487.50	020.7085	District Support Grants	020.7085.62	Little Thunder I&S

Explanation: Additional Formation Costs DSG # 2020.06

**OFFICE**

500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

TO: Board of Commissioners
FROM: Wendy Balo, Public Works
DATE: 1/8/2021
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$1650.00	020.7085	District Support Grant	020.7085.58	Pinnacle Heights

Explanation: Applying 300 tons of crushed asphalt to District Roads



MEMORANDUM

... from H.R./Risk Management

TO: Board of Campbell County Commissioners
Robert Maul, Chairman
Rusty Bell
D.G. Reardon
Del Shelstad
Colleen Faber

FROM: Brandy Elder 
Executive Director of Human Resources and Risk Management

DATE: January 5, 2021

SUBJECT: 2021 Standard Mileage Rates

Campbell County's Travel and Meal Reimbursement Personnel Guideline No. 306 provides that the reimbursement rate for private vehicle usage in the transaction of county business shall be in an amount not to exceed the maximum nontaxable rates allowed by the Internal Revenue Service. The following are the standard mileage rates effective January 1, 2020.

Business Mileage	\$.56 (56¢ per mile)
Medical Mileage	\$.16 (16¢ per mile)

If adopted, the business mileage reimbursement rate will decrease 1.5¢ from the rate of 57.5¢ for 2020.

The rate for medical mileage will decrease 1¢ from the 17¢ per mile for 2020.

The rate for business mileage is used when submitting travel expense statements for reimbursable business miles driven in personal vehicles during 2021.

The medical rate is used when submitted mileage driven in 2021 that is eligible for reimbursement through medical FSA or HSA employee accounts.

I recommend the Board of County Commissioners adopt the new business mileage and medical mileage reimbursement rates for 2021 effective January 1, 2020.

Please let me know if you have any questions.

Wyoming



Western Surety Company

OFFICIAL BOND AND OATH

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 72089881

That we Elaine Backer

of Gillette, Wyoming, as Principal, and WESTERN SURETY COMPANY, a corporation duly licensed to do business in the State of Wyoming, as Surety, are held and firmly bound unto Green Valley Improvement & Service District, the State of Wyoming, in the penal sum of Ten Thousand and 00/100 DOLLARS (\$ 10,000.00), to which payment well and truly to be made, we bind ourselves and our legal representatives, jointly and severally, firmly by these presents.

Dated this 29th day of October, 2020.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the above bounden
Appointed ☒

Principal was duly Elected ☐ to the office of Treasurer

in the of Green Valley Improvement & Service District

and State aforesaid for the term beginning December 6, 2020, and ending

December 6, 2021.

NOW THEREFORE, If the above bounden Principal and his deputies shall faithfully, honestly and impartially perform all the duties of his said office of Treasurer as is or may be prescribed by law, and shall with all reasonable skill, diligence, good faith and honesty safely keep and be responsible for all funds coming into the hands of such officer by virtue of his office; and pay over without delay to the person or persons authorized by law to receive the same, all moneys which may come into his hands by virtue of his said office; and shall well and truly deliver to his successor in office, or such other person or persons as are authorized by law to receive the same, all moneys, books, papers and things of every kind and nature held by him as such officer, the above obligation shall be void, otherwise to remain in full force and effect.

Approved by the Board of County
Commissioners this..... day of

.....A.D. 20.....

Elaine Backer

Principal

WESTERN SURETY COMPANY

By Paul T. Brulat
Paul T. Brulat, Vice President

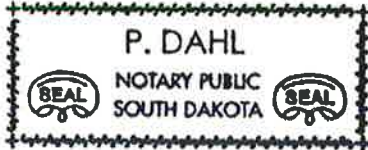
OKAY
MD
12/30/20

ACKNOWLEDGMENT OF SURETY
(Corporate Officer)

STATE OF SOUTH DAKOTA }
County of Minnehaha } ss

On this 29th day of October, 2020, before me, appeared

Paul T. Bruflat to me personally known, being by me sworn, and did say that he is the aforesaid officer of WESTERN SURETY COMPANY, and that the seal affixed to said instrument is the corporate seal of said corporation, and that said instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors, and said officer acknowledged said instrument to be the free act and deed of said corporation.



P. Dahl

Notary Public

My Commission Expires June 18, 2025

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, obey and defend the constitution of the United States, and the constitution of the state of Wyoming; that I have not knowingly violated any law related to my election or appointment, or caused it to be done by others; and that I will discharge the duties of my office with fidelity.

Elaine Backer

State of Wyoming }
County of Campbell } ss

This Oath of Office was subscribed and sworn to before me by Elaine Backer on this 22nd day of December, 2020. My commission expires: 1/3/2023

Kendra Anderson

Notary Public, Wyoming

ACKNOWLEDGMENT OF PRINCIPAL

THE STATE OF WYOMING }
County of Campbell } ss

On this 22nd day of December, 2020, before me, personally appeared

_____, to me known to be the person described in and who executed the foregoing instrument as Principal, and acknowledged that the same was executed as

her

free act and deed.

My commission expires

January 3, 2023

Kendra Anderson

Notary Public, Wyoming

SF KKN



PO Box 5077 Sioux Falls SD 57117-5077

October 30, 2020

1-800-331-6053

Fax 1-605-335-0357

www.cnasurety.com

Elaine Backer
% Green Valley Improve Dist.
111 Arrow Blvd.
Gillette, WY 82716

File # 72089881

Elaine Backer

\$10,000.00

Company Code: 0601

Written By: WESTERN SURETY COMPANY

Treasurer Green Valley Improvement & Service District

Enclosed is your bond. To continue your bond coverage and keep it in force, you must file this document with the obligee.

If you are no longer required to post this bond, please write the word "Cancel" directly on the document, and return it to CNA Surety.

If you have any questions, please contact your local agent.

Enclosure

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One Treasurer Green Valley Improvement & Service District

bond with bond number 72089881

for Elaine Backer

as Principal in the penalty amount not to exceed: \$10,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its
Vice President with the corporate seal affixed this 29th day of October,
2020.

ATTEST

A. Viator
A. Viator, Assistant Secretary

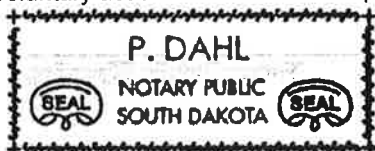
WESTERN SURETY COMPANY
By Paul T. Bruflat
Paul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss



On this 29th day of October, 2020, before me, a Notary Public, personally appeared
Paul T. Bruflat and A. Viator

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President
and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the
voluntary act and deed of said Corporation.



My Commission Expires June 18, 2025

P. Dahl

Notary Public



Position Vacancy Justification

Department:	Public Health		Date:	1/9/2021	
Position Title:	Public Health Response Coordinator (PRHC)				
Classification Band / Range:	109	Current Salary of Incumbent:	\$ 54,361.79		
Salary Range:	Min \$51,646.40	Mid \$64,545.47	Max \$70,413.24		
Justification for Hiring Position:	This position is supervised by public health and is a flow through grant from the state/federal level. The position is responsible for identifying public health emergency response strategies, analyzes data from prior drills, events, and national incidents. Writes/updates plans annually. The PHRC has a strong role in the community and works with other first responders, health care agencies, non-governmental organizations, private industry, and public safety staff in training, education, and plan writing. This position coordinates disaster and incident planning, training, and exercises for various public health emergencies, and performs other duties as assigned.				
Termed Incumbent:					
Position Originated:	Long term public health position.				
Funding Source for Position:	County: No	State: Yes	Federal: Yes	Other: No	Explain Other: Federally funded which passes to the state and then the county
Status Code:	Full-Time Yes	Part-Time Yes	Number of Annual Hours:		
Reason for Vacancy:	Replacement due to Termination:		Replacement due to Retirement: X		New Position:
Existing Budgeted Position:	Yes				
Benefit Eligible:	Yes				
Department Head Signature & Date	 1/9/2021				

Position Vacancy Justification

Commissioner Approval & Date:	
-------------------------------------	--

 1/8/2021



OFFICE *of the* WYOMING STATE PUBLIC DEFENDER

Mark Gordon
GOVERNOR

Diane M. Lozano
STATE PUBLIC DEFENDER

ADMINISTRATION OFFICE

ROGERS BUILDING, 316 WEST 22ND STREET, CHEYENNE, WY 82002
PHONE: (307) 777-7519 | FAX: (307) 777-8742 | WEB: wyodefender.wyo.gov

Ryan R. Roden
DEPUTY STATE
PUBLIC DEFENDER

January 8, 2021

Commissioner Rusty Bell, Chairman
Campbell County Commissioner
Campbell County Courthouse
500 South Gillette Avenue, Suite 1100
Gillette, WY 82716



Dear Chairman Bell:

I am writing to notify you that the Office of the State Public Defender intends to hire Corrie Lamb, as a Part Time Contract Assistant Public Defender for the 6th Judicial District. I am notifying you pursuant to Wyoming Statutes §7-6-103(f), which reads:

The governor may appoint full or part-time assistant public defenders in each judicial district with the advice of the state public defender, the district judge of the district and the boards of county commissioners in the district. In appointing assistant public defenders the governor shall consider the recommendations submitted to him, the demand for legal services, the criminal case load statistics, the population, the geographical characteristics and any other relevant factors.

Ms. Lamb will share the criminal caseload with the other assistant public defenders in the 6th Judicial District. She may also be asked to assist with conflict cases or assignments in other Judicial Districts. Ms. Lamb is a 2017 graduate of the University of Wyoming College Of Law, Laramie, WY. She was admitted to the Wyoming State Bar in 2017. Her résumé is enclosed for your perusal.

Please submit any input that you may have about this pending appointment to me prior to January 22, 2021. Upon that date, I will present Ms. Lamb to Governor Gordon for appointment as an Assistant Public Defender. I will forward your input to the Governor at that time.

If you wish to reply by phone or otherwise discuss the appointment, please feel free to give me a call at 777-7519. Also, my email address is diane.lozano@wyo.gov. I am available at your convenience to discuss this appointment.

Thank you for your time and consideration.

Sincerely,


Diane M. Lozano
State Public Defender

Enclosure
DML/gl

Corrie Lynn Lamb

Licensed to Practice Law in Wyoming and South Dakota

Education

University of Wyoming College of Law, Laramie, WY

Juris Doctor, August 2014 - May 2017

- WTLA Annual Voir Dire Competition, Competitor, September 2014, September 2015
- Wyoming Trial Lawyers Association, Student Chapter

University of Wyoming, Laramie, WY

Master of Arts in Public Administration, August 2010 - May 2012

- Pi Sigma Alpha Political Science Honor Society
- Pi Alpha Alpha Public Administration Honor Society

Baylor University, Waco, TX

Bachelors of Arts, Studio Art, August 2003 - August 2007

Experience

Barney & Graham, Gillette, Wyoming and Sheridan, Wyoming

Associate Attorney, July 2020 to present.

- General practice law firm, focusing mostly on civil litigation, family law, worker's compensation law, and some criminal law.

JUST Criminal Law, Gillette, Wyoming

Associate Attorney, July 2019 – July 2020

- Private Criminal Practice attorney. Handled misdemeanors, felonies, revocations, and expungements. Caseload included violent felonies, sex crimes, sex crimes involving children, DUIs, drug crimes and violent misdemeanors.

Lubnau Law Office, Gillette, Wymoing

Associate Attorney, August 2017 – July 2019

- General practice attorney, focusing on civil litigation.

Judicial Extern, Sweetwater County Circuit Court

Fall Semester, August 29 – January 2, 2016

- 150 hours of research directed by Judge Jones and Judge Prokos and 4 -6 in-person observation days.

University of Wyoming Summer Trial Institute

Student/ Participant, August 2016.

- The Summer Trial Institute is a two week long, intensive course that involves leading trial attorneys from across Wyoming and the country to mentor Law students in their in-trial skills. This "learn by doing" course teaches students trial skills by practicing in a court room with seasoned lawyers, and by receiving direct feedback from peers or future employers. The course culminates with the students trying a jury trial in front of sitting Wyoming judges who have volunteered to the program.

University of Wyoming Civil Legal Services Clinic, Laramie, WY

Student Intern, May 2016 – August 2016.

- Represented clients in various civil matters under a supervising faculty attorney. Counseled clients, researched case law and statutes, engaged in strategy and motion practice, drafted briefs and pleadings.

Galvan & Fritzen, An Association of Solo Practitioners, Laramie, WY

Student Attorney, Legal Intern under Mary Elizabeth Galvan, May 2015 – November 2015.

- Represented clients in divorce, paternity and custody actions including modification of existing orders as well as establishing new custody and support agreements, assisted in trial preparation, provided litigation assistance, drafted pleadings, divorce decrees, stipulated orders, and criminal motions, assisted in employment actions, assisted in depositions for domestic relations matters as well as employment law matters, provided legal research, assisted with and conducted client interviews.

University of Wyoming Domestic Violence Legal Assistance Program, Laramie, WY

Winter Break Volunteer, January 2015.

- Answered phones, organized files, assembled correspondence, made copies, assisted student attorneys by taking notes during client meetings.

Wyoming State Department of Workforce Services, Laramie Workforce Center, Laramie, WY

Employer Services Specialist, July 2012 – August 2014

- Recruited potential employees for Albany County employers, including organizing and implementing full scale hiring events for Albany County employers. Consulted with employers regarding hiring practices, staff challenges and human resource development.
- Managed and maintained the H2-N1 Foreign Worker Program. I developed and maintained a record keeping system, conducted audits and inspections, processed applications and assisted employers in navigating the H2-N1 Foreign Worker Program.
- Developed and taught employer workshops on recruiting best practices, job analysis methods, and labor standards.

Laramie Care Center, Laramie, WY

Human Resources Specialist, October 2011-July 2012

- Directed and maintained human resource services for entire facility (112 employees).
- Managed payroll and benefit enrollment and advised department managers on HIPPA, and human resource matters including labor laws and employee discipline and disputes.
- Coordinated and implemented new hire orientation and assisted in new hire recruitment.

Wyoming Distance Learning Center, Laramie, WY

Graduate Student Intern, December 2010 - October 2011

- Assisted the Director with grant writing and management, as well as assisted in the development of new grant program hosted by the Wyoming Distance Learning Center.
- Compiled statutory and academic research such as advising the Director on legislative activity and bill tracking.

University of Wyoming Outreach School, Laramie, WY

Graduate Student Intern, December 2010-January 2011

- Apart of a two-person team to compile an exhaustive list of every states' statutes relevant to physical presence in regards to distance education.

Nicholas & Tangeman, LLC, Laramie, WY

Legal Assistant, March 2009 – March 2010

- Handled clerical and secretarial duties as well as paralegal responsibilities.
- Drafted court documents, compiled correspondence, maintained attorneys' schedules, managed correspondence, compiled trial notebooks and evidence binders.

CitiFinancial, Laramie, WY

Branch Manager Trainee, October 2008 – December 2008

- Handled daily operations of the branch, team leadership, portfolio development, personnel management, accounting and implementation of company audit regulations until branch closing in December 2008.

Ken's Toyota Kars, Laramie, WY

Sales and Leasing Representative, August 2007 – October 2008

- Top selling salesman for last consecutive six months of employment.
- Gave over 2,000 sales demonstrations to potential clients.

PUBLIC SERVANT DISCLOSURE OF BENEFIT OR INTEREST

"No public servant who invests public funds for a unit of government, or who has authority to decide how public funds are invested, shall transact any personal business with, receive any pecuniary benefit from or have any financial interest in any entity, other than a governmental entity, unless he has disclosed the benefit or interest in writing to the body of which he is a member or entity for which he is working. Disclosures shall be made annually in a public meeting and shall be made part of the record of proceedings."

Wyoming Statute 6-5-118

Name: Linda Grose

Position: deputy

Benefit/Interest Disclosed:

Bank of Gillette

DATED THIS 5th DAY OF January, 2021.

Linda Grose
Signature

PUBLIC SERVANT DISCLOSURE OF BENEFIT OR INTEREST

"No public servant who invests public funds for a unit of government, or who has authority to decide how public funds are invested, shall transact any personal business with, receive any pecuniary benefit from or have any financial interest in any entity, other than a governmental entity, unless he has disclosed the benefit or interest in writing to the body of which he is a member or entity for which he is working. Disclosures shall be made annually in a public meeting and shall be made part of the record of proceedings."

Wyoming Statute 6-5-118

Name: Crystal Conley

Position: Chief Deputy Treasurer

Benefit/Interest Disclosed:

Pinnacle Bank

First Interstate Bank

First National Bank

DATED THIS 6th DAY OF January, 2021

Crystal Conley, Deputy
Signature

SICK LEAVE TRANSFER REQUEST FORM

TO: Campbell County Board of Commissioners

Donating Department: Assessor

Receiving Department: Treasure

DATE: 1-8-21

Please consider this request to transfer up to 40 hours of accrued sick leave. No single donation should exceed 40 hrs.

This request is # 1 of # 1. (Numbers should indicate order of use as well as total submission.)

Dates of absence: Beginning: _____ Through: _____

Anticipated return: _____ - _____ - _____.

From: 100992
Employee Number

To: 149711
Employee Number


Department Head Approval


Department Head Approval

FURTHER INFORMATION: (Please check applicable boxes)

- ☐ Currently an FMLA Qualifying Leave
- ☐ Was an FMLA Qualifying Leave

Feb 11/8/21

Refer to Personnel Guideline #403 Sick Leave for details regarding Sick Leave Transfers.

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Origination Department: Complete & print form obtain applicable signatures forward to HR; HR Department: Review & approve, make copy for file and copy to return to department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Origination Department: Check outcome from Commissioners meeting minutes.

SICK LEAVE TRANSFER REQUEST FORM

TO: Campbell County Board of Commissioners

Donating Department: PUBLIC WORKS Receiving Department: Treasurer

DATE: 13 JAN 2021

Please consider this request to transfer up to 20 hours of accrued sick leave. No single donation should exceed 40 hrs.

This request is # 2 of # 2. (Numbers should indicate order of use as well as total submission.)

Dates of absence: Beginning: _____ Through: _____

Anticipated return: _____

From: 626062
Employee Number

To: 149711
Employee Number

Bill Brantner
Department Head Approval

Rachael Knud
Department Head Approval

FURTHER INFORMATION: (Please check applicable boxes)

- ☐ Currently an FMLA Qualifying Leave
- ☐ Was an FMLA Qualifying Leave

JP 11/13/2021

Refer to Personnel Guideline #403 Sick Leave for details regarding Sick Leave Transfers.

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Origination Department: Complete & print form obtain applicable signatures forward to HR; HR Department: Review & approve, make copy for file and copy to return to department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Origination Department: Check outcome from Commissioners meeting minutes.

SICK LEAVE TRANSFER REQUEST FORM

TO: Campbell County Board of Commissioners

Donating Department: Public Works Receiving Department: Public Works

DATE: 1-4-21

Please consider this request to transfer up to 14 hours of accrued sick leave. No single donation should exceed 40 hrs.

This request is # 1 of # 1. (Numbers should indicate order of use as well as total submission.)

Dates of absence: Beginning: 01/10/2021 Through: 01/23/2021

Anticipated return: - - -

From: 668692
Employee Number

To: 670143
Employee Number

Maatou
Department Head Approval

Maatou
Department Head Approval

FURTHER INFORMATION: (Please check applicable boxes)

- ☐ Currently an FMLA Qualifying Leave
- ☐ Was an FMLA Qualifying Leave

Ple 1/4/21

Refer to Personnel Guideline #403 Sick Leave for details regarding Sick Leave Transfers.

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Origination Department: Complete & print form obtain applicable signatures forward to HR; HR Department: Review & approve, make copy for file and copy to return to department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Origination Department: Check outcome from Commissioners meeting minutes.

SICK LEAVE TRANSFER REQUEST FORM

TO: Campbell County Board of Commissioners

Donating Department: Public Works Receiving Department: Public Works

DATE: 1/4/2021

Please consider this request to transfer up to 40 hours of accrued sick leave. No single donation should exceed 40 hrs.

This request is # 1 of # 1. (Numbers should indicate order of use as well as total submission.)

Dates of absence: Beginning: 01/10/2021 Through: 01/23/2021

Anticipated return: - - -

From: 426511
Employee Number

To: 670143
Employee Number



Department Head Approval



Department Head Approval

FURTHER INFORMATION: (Please check applicable boxes)

- ☐ Currently an FMLA Qualifying Leave
- ☐ Was an FMLA Qualifying Leave

File 1/4/21

Refer to Personnel Guideline #403 Sick Leave for details regarding Sick Leave Transfers.

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Origination Department: Complete & print form obtain applicable signatures forward to HR; HR Department: Review & approve, make copy for file and copy to return to department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Origination Department: Check outcome from Commissioners meeting minutes.

SICK LEAVE TRANSFER REQUEST FORM

TO: Campbell County Board of Commissioners

Donating Department: Public Works Receiving Department: Public Works

DATE: 1-6-2021

Please consider this request to transfer up to 40 hours of accrued sick leave. No single donation should exceed 40 hrs.

This request is # _____ of # _____. (Numbers should indicate order of use as well as total submission.)

Dates of absence: Beginning: 01/10/2021 Through: 01/23/2021

Anticipated return: _____ - _____ - _____.

From: 439283 To: 670143
Employee Number Employee Number


Department Head Approval


Department Head Approval

FURTHER INFORMATION: (Please check applicable boxes)

- ☐ Currently an FMLA Qualifying Leave
- ☐ Was an FMLA Qualifying Leave

Refer to Personnel Guideline #403 Sick Leave for details regarding Sick Leave Transfers.

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Origination Department: Complete & print form obtain applicable signatures forward to HR; HR Department: Review & approve, make copy for file and copy to return to department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Origination Department: Check outcome from Commissioners meeting minutes.

SICK LEAVE TRANSFER REQUEST FORM

TO: Campbell County Board of Commissioners

Donating Department: Public Works Receiving Department: Public Works

DATE: 1/07/2021

Please consider this request to transfer up to 20 hours of accrued sick leave. No single donation should exceed 40 hrs.

This request is # 1 of # 1. (Numbers should indicate order of use as well as total submission.)

Dates of absence: Beginning: _____ Through: _____

Anticipated return: _____ - _____ - _____.

From: 361041 To: 670143
Employee Number Employee Number



Department Head Approval



Department Head Approval

FURTHER INFORMATION: (Please check applicable boxes)

- ☐ Currently an FMLA Qualifying Leave
- ☐ Was an FMLA Qualifying Leave



Refer to Personnel Guideline #403 Sick Leave for details regarding Sick Leave Transfers.

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Origination Department: Complete & print form obtain applicable signatures forward to HR; HR Department: Review & approve, make copy for file and copy to return to department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Origination Department: Check outcome from Commissioners meeting minutes.

SICK LEAVE TRANSFER REQUEST FORM

TO: Campbell County Board of Commissioners

Donating Department: CDS-CC

Receiving Department: **Public Works**

DATE: Jan 7, 2021

Please consider this request to transfer up to 40 hours of accrued sick leave. Note: No single donation should exceed 40 hrs.)

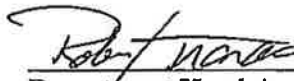
This request is # 1 of # 1. (Numbers should indicate order of use as well as total submission.)

Dates of absence: Beginning: Through: unknown at this time

Anticipated return: - - - - -

From: 205874
Employee Number

To: 670143
Employee Number


Department Head Approval


Department Head Approval

FURTHER INFORMATION: (Please check applicable boxes)

☐ Currently an FMLA Qualifying Leave

☐ Was an FMLA Qualifying Leave

Refer to Personnel Guideline #403 Sick Leave for details regarding Sick Leave Transfers.

For Commission Office Use Only:

Date - Board of Commissioner Action:

Approved Disapproved Pending

Routing: Origination Department: Complete & print form obtain applicable signatures forward to HR; HR Department: Review & approve,
Revised: 11-12-2014 [https://campbellcountywy-my.sharepoint.com/personal/clc70_ccgov_net/Documents/Documents/sick leave donation
2021.docx](https://campbellcountywy-my.sharepoint.com/personal/clc70_ccgov_net/Documents/Documents/sick%20leave%20donation%202021.docx)

The following page(s) contain the backup material for Agenda Item: [9:20 Early Head Start Funding Carryover Request](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Amendment: Carryover Request- Reprogram

COVID-19 One Time Supplement

The Early Head Start program at Children's Developmental Services of Campbell County was allocated \$31,637 for one-time actions or activities to prevent, prepare for, and respond to COVID-19. Of these funds, \$12,285.70 was expended during the 2019-2020 program year in response to COVID-19. We are requesting to carryover the remaining \$19,351.30 to the 2020-2021 program year for ongoing expenses related to COVID-19.

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☐ New
☐ Continuation
☒ Revision

*** If Revision, select appropriate letter(s):**

Increase Award

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

08CH011225

5a. Federal Entity Identifier:

N/A

5b. Federal Award Identifier:

08CH011225

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

CAMPBELL, COUNTY OF

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

836000103

*** c. Organizational DUNS:**

071413140

d. Address:

*** Street1:**

1801 S 4J Rd

Street2:

*** City:**

Gillette

County/Parish:

Campbell County

*** State:**

WY: Wyoming

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

82718-5201

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

*** First Name:**

Robert

Middle Name:

*** Last Name:**

Tranas

Suffix:

Title:

Executive Director

Organizational Affiliation:

*** Telephone Number:**

(307) 682-2392

Fax Number:

*** Email:**

RJT70@ccgov.net

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

ACF-Head Start

11. Catalog of Federal Domestic Assistance Number:

93.600

CFDA Title:

Head Start

* 12. Funding Opportunity Number:

eGrants-N/A

* Title:

N/A

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

14. Areas Affected by Project (Cities, Counties, States, etc.):

Campbell County - WY including the cities of

* 15. Descriptive Title of Applicant's Project:

Early Head Start

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	19,351
* b. Applicant	0
* c. State	
* d. Local	
* e. Other	0
* f. Program Income	
* g. TOTAL	19,351

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☐ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed:

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Early Head Start: Program Operations	93.600	\$	\$	\$ 19,351	\$ 0	\$ 19,351
2. Early Head Start: TTA	93.600			0	0	0
3.						
4.						
5. Totals		\$ 0	\$ 0	\$ 19,351	\$ 0	\$ 19,351

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Early Head Start: Program Operations	(2) Early Head Start: TTA	(3)	(4)	
a. Personnel	\$ 0	\$ 0	\$	\$	\$ 0
b. Fringe Benefits	0	0			0
c. Travel	0	0			0
d. Equipment	0	0			0
e. Supplies	0	0			0
f. Contractual	0	0			0
g. Construction	0	0			0
h. Other	19,351	0			19,351
i. Total Direct Charges (sum of 6a-6h)	19,351	0			\$ 19,351
j. Indirect Charges	0	0			\$ 0
k. TOTALS (sum of 6i and 6j)	\$ 19,351	\$ 0	\$	\$	\$ 19,351
7. Program Income	\$	\$	\$	\$	\$

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Prescribed by OMB (Circular A -102) Page 1A

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Early Head Start: Program Operations	\$ 0	\$	\$	\$ 0
9. Early Head Start: TTA				0
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$ 0	\$ 0	\$ 0	\$ 0

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 19,351	\$ 4,838	\$ 4,838	\$ 4,838	\$ 4,837
14. Non-Federal	\$ 0				
15. TOTAL (sum of lines 13 and 14)	\$ 19,351	\$ 4,838	\$ 4,838	\$ 4,838	\$ 4,837

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

The following page(s) contain the backup material for Agenda Item: [9:25 Adult Treatment Courts State Grant Application FY2022](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

**OFFICE**

500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS

D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad
Colleen Faber

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab

RE: Adult Treatment Court CST Application

DATE: 01/13/2021

Attached you will find an application for Adult Treatment Courts Wyoming Courts Supervised Treatment Program (Fiscal Year 2022). The application is to provide 40 "adult" slots totaling a request from the CST program of \$374,186.40. These are state funds with a match requirement of \$93,547.00. This application has been reviewed by the grants specialist and it was complete.

Mr. Chad Beeman will be presenting this application.

Thank you!

**WYOMING COURT SUPERVISED TREATMENT PROGRAM
STATE FISCAL YEAR 2022
GRANT APPLICATION**



Wyoming
Department
of Health

Behavioral Health Division

Behavioral Health Division
Herschler Building West, 122 West 25th Street, Suite B
Cheyenne, WY 82002

Application Sections

Application Instructions – Page 3

1. Program Type, Mission, Goals
2. Funding Request
3. Program Data to Support Request
4. Funding Sources, Practices, Fiscal Agent
5. Projected Budget and Justification
6. Magistrates
7. Risks/Needs Assessment Practices
8. Substance Abuse Treatment Services, Practices, Certifications
9. Mental Health Services, Practices, Certifications
10. Training Summary
11. Recidivism, Retention, Sobriety
12. Community Outreach
13. Master Contact List
14. Assurances
15. List of Required Attachments

SFY2022 Wyoming Court Supervised Treatment (CST) Program Application Instructions

PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION

These instructions are for SFY 2022 applications. Read carefully so the application is completed accurately. If you have questions, contact Alicia Johnson: 307-777-6885, or email cstprogram@wyo.gov.

The application contains four documents. Please fill out every section completely.

- (I) Instructions
- (II) Application
- (III) Budget Justification Worksheet

This application and materials are not a promise of contract or funding. An application that is not completed will result in no contract being awarded. No contract will be awarded if all deliverables for the current year are not delivered and/or received.

As a Court Supervised Treatment Program applying for State of Wyoming funds, you are required to adhere to requirements in the Court Supervised Treatment Programs Act (Wyo. Stat. § 7-13-1601 through Wyo. Stat. § 7-13-1615), all current State Rules and Regulations (Substance Abuse Rules Chapters 1-8), and any policies and procedures set by the Wyoming Department of Health, Behavioral Health Division.

Special Instructions:

- If you are applying for funding for more than one program, you must complete a separate application for each program.
- Do not put sections onto separate pages. Allow each section to utilize the same page if there is room in order to save space and printing costs. Use only the space provided.
- Budget and Budget Justification Spreadsheet: Fill in all projected dollar amounts by line item. Provide an explanation for each on the Justification spreadsheet. We realize that it is early in the year, so you may not know your exact budget numbers. Provide your very best estimates and if an award is granted, we will collect a finalized budget by June 30, 2021. The total match must meet or exceed twenty-five (25) percent.
- Matching funds letters should be grouped together into one scanned document rather than several separate ones.

Application Deadline: February 2, 2021 - 5pm MST

Send all completed application documents via email to cstprogram@wyo.gov. Include the required attachments. There will not be time to collect missing documents/information. Please reach out for assistance, if needed, prior to the deadline in order to submit a complete application.

Save the completed application, budget attachment, and master contact list using the file name: court-name grant app (or budget or contacts) FY22. (e.g. **AlbanyCountyCSTProgram grant app FY21**).

All applications should be sent electronically via email. If you are experiencing technical difficulties, please contact Alicia. All documents must arrive prior to the 5pm deadline on February 2, 2021.

Section 1. Program Type, Mission, Goals

Official Program Name:

1. Program Type (Place an X where the box is if uncheckable):

- ☒ Adult Drug Court
- ☐ Juvenile Drug Court
- ☒ DUI Court
- ☐ Tribal Healing to Wellness Court
- ☐ Reentry Drug Court
- ☐ Veterans Treatment Court
- ☐ Federal District Drug Court
- ☐ Family Dependency Treatment Court
- ☐ Back on TRAC
- ☐ Other :

2. Use the following space for Program Mission Statement and Goals (see W.S. §7-13-1603(b))

The Mission of the Campbell County Adult Treatment Courts is to provide the judicial system a sentencing alternative for substance abusing offenders while enhancing community safety, reducing crime, and lowering criminal justice costs. We will empower substance abusing offenders to attain and maintain a drug and alcohol-free life while maintaining family, career and community ties.

Section 2. Funding Request

Number of adult slots requesting state funds to support in FY22: 40

Number of juvenile slots requesting state funds to support in FY22: 0

Adult Slots X \$9,354.66 = \$ 374,186.40

Juvenile Slots X \$14,716.84 = \$ 0.00

Total State Funds Request = \$ 374,186.40

Section 3. Program Data to Support Request

The CST Program will provide July 1, 2020-December 31, 2020 recidivism, retention, and average number of participant data to the Funding Panel.

OPTIONAL: Use the following space to share any important information/circumstances regarding monthly average participant numbers, retention, and recidivism rates:

Public health restrictions have forced individuals to remain in their homes. Additionally, the supreme court has placed stringent restrictions on the local courts, which in turn created a limited number of referrals coming from the courts. Furthermore, probation offices and attorney's offices have been operating with limited access to services. As things begin to open, we expect a higher number of referrals than usual due to citizens returning to their normal way of life rather than staying home. We expect to see higher levels of Blood alcohol content with arrests as tolerances have likely increased for those who have been using while confined to their residences. The Covid-19 restrictions and shut-downs have forced potential participants to isolate, which is one of the worst things for addicts. As they reenter the community, we expect to see more referrals as they are more susceptible to encounter law enforcement than they were while confined to their residences. We are already experiencing increased referrals as we are on the forefront of returning to regular operating conditions in the courts and attorneys offices.

Section 4. Funding Sources, Practices, Fiscal Agent

Program Funding and Fees

1. Is the program currently receiving federal funds (for FY22)? ☐ Yes ☒ No
 - a. If yes, list the name of grant and amount received:
2. Will the program apply for other federal funds in FY22? ☐ Yes ☒ No
3. Does the program intend to request funding to aid in CARF accreditation? ☐ Yes ☒ No
If the program's treatment provider receives other funds from the Division, the program is not eligible to receive CARF funding.
4. If the program will receive other supplemental funds (gifts, contributions, donations, or grants) outside of the state grant and city/county match funds, list the funding source(s) and dollar amount(s) here:

Campbell County Adult Treatment Courts apply annually for 1% optional tax funds. In past years we have been granted a total of \$39,000. \$15,000 from C.A.R.E. board, \$13,500 from County 1%, and \$10, 515 from the city of Gillette.

5. How much will program participants pay in CST Program fees (designate if per phase, per year, per month, other)?

The Felony Treatment Court participants pay \$225 monthly for a minimum of \$2700. The DWI track will pay \$225 month for first six months, then \$100 per month for a minimum of \$1950. The Misdemeanor Drug court participants will pay \$125 monthly for a minimum of \$1500.

6. What other expenses will participants be responsible for throughout the program (SCRAM bracelets, drug testing, other)?

Participants may be required to pay for special drug testing such as Kratom, Spice, confirmation test, if positive results occur. Additionally, if damages outside normal wear of SMART START devices or lost equipment associated with the unit occur the participant may be required to pay the additional costs. If a participant misses an individual session a late fee may be assessed through the court. A separate agreement or court order is produced, and the participant must provide a separate receipt for the cost.

7. If participants are required to pay CST-related expenses directly to any organization holding a contract or MOU with the program (treatment providers, drug testing services, etc.) how are those payments tracked and reported back to the program?

If the participant has health insurance, they must provide it to the treatment provider. If the insurance doesn't pay the Adult Treatment Court pays the difference not to exceed contract amount. Insurance credits are included in the invoice from the treatment provider.

8. Is the program's fiscal/fiduciary agent on the program's governing body or board?

X Yes ☐ No

If the fiscal/fiduciary agent is not on the governing body or board, email a signed copy of the resolution appointing the fiscal/fiduciary agent to cstprogram@wyo.gov for record keeping purposes.

9. Upon application submission, please submit the letters from the agency or agencies that committed in-kind contributions and local match funds for the upcoming year of FY22. These documents should be scanned and submitted as one document.

Section 5. Projected Budget and Justification (Attachment A)

Fill out the Budget and Budget Justification Attachment A and submit with this application. (The Budget tab and Budget Justification tab are both on the same document.) Match funds must be at

least 25% of your state funds request. Federal grants and any other state funds cannot be counted in your match funds.

Section 6. Magistrates

1. Pursuant to W.S. 7-13-1606(d), "The application shall identify participating judges and contain a plan for the participation of judges. The plan shall be consistent with rules adopted by the department and the Supreme Court." Use the following space to provide the plan for the participation of all judges/magistrates in the program:

Judge Ryan McGrath oversees the Felony track beginning Jan 5, 2021. He participates in the staffing and court hearings an average of 3 hours per week. Judge McGrath also sits of the board of directors and spends approximately 1.5 hours monthly in his role on the board.

Judge Matthew Castano oversees the DWI track on the first and third Thursday's monthly. He spends about 3 hours each week we meet.

The judges substitute for each other when the other is unavailable. Judge Paul Phillips may fill in in the absence of other Judges.

2. To aid the Supreme Court in compiling data to build their projected CST magistrate budgets, what is the **average number of hours per week** that a magistrate is utilized in the program?

In January 2021 Magistrate Ryan McGrath will take over as the Felony Treatment Court judge. He is expected to average 3 hours per week.

Section 7. Risks/Needs Assessment Practices

1. What participant risks/needs screening and assessment processes does the program currently use? Explain the process and list all tools used.

The Compas is used for Felony participants. The CARS is used for Misdemeanor participants. The IDA is used for DWI offenders. The ASI is used for all participants. The Compas is used during the presentence investigation and results are provided along with the application to the treatment court. An ASI is completed by a treatment provider during the PSI process or prior to application to the treatment courts. If a 2.1 or higher treatment recommendation is determined the candidate will be interviewed by a case manager or coordinator and the team to determine acceptance to the program. A candidate cannot begin unless at a level 2.1 intensive outpatient. Campbell County does not have the ability to treat residential level substance abuse. There is currently no residential facility in Campbell County.

2. What is the job title of the individual(s) conducting the screening of participants?

The ASI is completed by a licensed treatment provider prior to entering the program. The Compas is completed by a WDOC probation and parole agent prior to application. The CARS is completed by the Case Manager- Kolby Matheny, Case Manager-Scott Appley or Coordinator- Chad Beeman.

3. Use the following space to explain if the program opts to serve individuals with risk/need levels different than the best practice population and summarize this policy including if and how the groups are separated.

High Risk and High needs candidates may be accepted. The team determines if the program is a good fit and can help the individual. In the DWI track we typically target third time offenders, unless there are aggravating circumstances such as an extremely high blood alcohol content during arrest, a child in the vehicle, or children involved in the case with an open DFS case. Non-violent felony drug related offenders are taken into the Felony track. This program is designed to help participants with mental health needs in addition to their substance abuse treatment needs. If it is determined by the screening process that the mental health needs exceed the limitations of this program they are referred to a program or agency specializing in mental health services.

Section 8. Substance Use Treatment Services, Practices, Certifications

1. Will the program hire in-house treatment providers? ☐ Yes ☒ No

2. Will the program contract for treatment? ☒ Yes ☐ No

If yes, provide the name of the provider here: Personal Frontiers Inc. or whomever is awarded the contract which begins July 1, 2021 and will be submit request for proposals in Spring of 2021 for a 2-year contract. With limited CARF accredited providers we expect PFI inc. to retain the contract.

3. What is the expiration date of the in-house program or contracted treatment provider's STATE CERTIFICATION?

February 28, 2022

4. What is the expiration date of the treatment provider's NATIONAL ACCREDITATION?

November 30, 2022

5. What location(s) are participants seen for services?

Personal Frontiers INC., 310 S. Miller Ave Gillette, Wy 82716

Section 9. Mental Health Services, Practices, Certifications

6. Does the program have a contract (or MOU) for mental health services? ☒ Yes ☐ No
- a. Does the program refer participants to local Community Mental Health Center(s)?
☒ Yes ☐ No
- b. Use the following space to provide the name or names of the mental health treatment providers used by the program.
If you intend to use state funds to pay for mental health services, providers must be CARF accredited.
Clear Creek Counseling and Campbell County Hospital. State funds are not used for mental health. Local match or local grant funds are used for mental health.
7. Does the mental health provider keep the program team fully informed of all matters relevant to the treatment and program progress of all participants? ☒ Yes ☐ No

How is this information communicated?

First a release of information is signed, and a summary of services is sent via mail or fax to the Campbell County Adult Treatment Court.

Section 10. Training Summary

List every program team member and every treatment provider, the training hours they have acquired in the last fiscal year (July 1, 2019 - June 30, 2020), and the title of the training. If applicable, provide an explanation on why total required hours were not obtained and the plan for completion of the hours in the next contract year. Add rows as needed.

If the training was not from an organization listed in Rule or Guideline and was not preapproved, it will not be counted for completed hours.

Member Position	Member Name	Title of Training	Hours Received	Member Start Date
Participating Judge	Judge Paul Phillips	Judicial continued training	15	2012
		Procedural fairness online	.5	
Participating Judge	Judge Matthew Castano	Judicial continued training	15	Feb 2016

Prosecuting Attorney	Ronald Wirthwein	Online treatment courts online	Will continue with online and any instate offered	July 2018
Prosecuting attorney	Jonah Buckley	Online treatment courts online	Will continue with online and any instate offered	July 2018
Defense Attorney or <i>Guardian ad litem</i>	Derek Thrall	NADCP Rise 19 D.C.	17 hours, will continue with online and any offered in state	Mar 2019
Defense Attorney or <i>Guardian ad litem</i>	Denise Urbin	Online treatment courts online	Will continue with online and any instate offered	Sep 2018
Monitoring Officer/Probation Officer	Jennifer Gauthier	Meth conf	12 Will continue with online and any instate offered	Feb 2019
Monitoring Officer/Probation Officer	Kolby Matheny	Treatment courts online	4.75	Nov 2018
		ACES interference	2.5	
		Meth conference	12 13.75	
		NADCP Rise 19 D.C.	1.0	
		Personal Safety	will continue online and any offered in state	
Monitoring Officer/Probation Officer	Scott Appley	Recovery videos	11.75	Sept 2018
		Essential elements NDCI online	13	
		Meth conference	12 19.25	
		NADCP Rise 19 D.C.	3.0	
		D.I.R.T.	1.0	
		Personal Safety		

Treatment Provider Representative	Kim Krogman	Certified Addiction practitioner assistant	142.5	July 2019
Treatment Provider Representative	Lori Dougherty	Verbal de- escalation	4	July 2019
		NAADAC exam workshop	14	
		MFT exam prep	14	
		Addiction counselor indep learn	2.5	
		Alcohol problems in intimate relationships	3	
		How couple grow after TX	1	
		Clinical nuero psych	14	
		NACCME tools for dealing with prof client	1	
		Ethics of self- disclosure	4	
		Nurse fatigue	1	
Law enforcement Representative	Mary Padova	TX courts online	40	May 2019
Program Coordinator	Chad Beeman	A.L.I.C.E. instructor recert	1	July 2014
		Tx crt online	3.5	
		Policy and procedure- Caroline Hardin	6	
		D.I.R.T. Personal Safety	3	
			1	
Admin assistant	Breanne Ramirez	Online drug court training Aces	13.5	July 2018
			2.5	

Meth 12
conference 20.5
NADCP Rise 19

Section 11. Recidivism, Retention, Sobriety

Court Supervised Treatment Programs contribute to the goals of reducing crime/reducing recidivism, retaining individuals for the full duration of the program, and increasing durations of sobriety prior to graduating a program. Goals for each of the three target areas are set in annual contracts and in site visit reports, and the goals are based on the functionality of existing programs and averages reported in national or regional studies.

1. What method(s) does your program utilize to track recidivism?

Daily booking sheets are reviewed, and names are cross referenced to check if individuals and completed the Adult Treatment Court program in the last 3 years. Also, felony participants are often still on probation, so we stay in contact with WYDOC field services for updates on former participants

2. What does your program do to retain participants in the program?

No one is expelled without first having an expulsion hearing involving team discussion and defense counsel provided for the participant. We like to follow the idea that it is harder to leave the program than it is to enter the program. More than not if an expulsion hearing happens due to multiple violations often the participant is given a last chance and is retained.

Section 12. Community Outreach

Discuss community outreach activities completed by the program in FY21 to date:

- Vice-Chairman of the second chance ministries House of Hope (housing for felony offenders)— Chad Beeman Coordinator.
- City of Gillette Beautification program: Sponsor a flower bed at a local park.
- Gillette Area Leadership Institute –presenting to the entire class what Treatment Court is all about.
- Campbell County Commissioners – Updates throughout the year.
- Gillette News Record- media coverage of graduations and other special events and/or press releases about the program and community sponsors.
- Treatment Court appreciation BBQ- Public gathering to recognize employers, sponsors and other supporters of the program and the participants.

- Graduation Ceremonies- Submit personal invitations to our local Legislative representatives, elected officials, judiciary, law enforcement, and other key stake holders.
- Attendance and presentation at Inter-Agency meetings to share information about local resources.
- Community Service: Participants are required to complete 40 hours.
- Presentation to newly elected officials' orientation meeting

Section 13. Master Contact List

Legal Name of CST Program (name used for the IRS):	Campbell County Adult Treatment Courts
Organization Governing the Contract:	Campbell County Commissioners Office
Mailing Address	Physical Address for FedEx of Contract
500 S. Gillette Ave Suite 2500 Gillette, WY 82716	500 S. Gillette Ave Suite 2500 Gillette, WY 82716

CST Program Coordinator Information: Provide contact information for the Program Coordinator.

Name	Title	Mailing Address	Telephone	E-mail	Specific requests
Chad Beeman	Adult Treatment Courts Coordinator	500 S. Gillette Ave Suite 2500 Gillette, WY 82716	(307) 687-6472 office (602) 321-2898 Cell	Crb06@ccgov.net	

Contracting Agency and Contract Signatory Information: Provide information for the individual who will sign the state contract and the individual who will attest their signature, if applicable. Add rows as needed.

Name	Title	Mailing Address	Telephone	E-mail
Rusty Bell	County Commissioner	500 S. Gillette Ave Suite 1100 Gillette, WY 82716	307-687-7283	Rrb01@ccgov.net
DG Reardon	Chairman County Commissioner	500 S. Gillette Ave Suite 1100 Gillette, WY 82716	307-687-7283	Dgr01@ccgov.net
Del Shelstad	County Commissioner	500 S. Gillette Ave Suite 1100	307-687-7283	Dls01@ccgov.net

		Gillette, WY 82716		
Bob Maul	County Commissioner	500 S. Gillette Ave Suite 1100 Gillette, WY 82716	307-687-7283	Rlm01@ccgov.net
Coleen Faber	County Commissioner	500 S. Gillette Ave Suite 1100 Gillette, WY 82716	307-687-7283	Cdf01@ccgov.net

The Attorney General and Wyoming Department of Health Director would like to limit the number of contracts with two signature pages. If you are required legally to provide an original signature to a department or attorney, list below:

☐ Yes, I need an Original Signature for:

Name	Purpose

x No, I do not need an Original Signature; an email copy will be fine.

Fiscal or Fiduciary Agent Information: Provide information for the individual for the fiduciary agent for this program. Add rows as needed.

Name	Title	Mailing Address	Telephone	E-mail
Rusty Bell	County Commissioner	500 S. Gillette Ave Suite 1100 Gillette, WY 82716	307-687-7283	Rrb01@ccgov.net
DG Reardon	Chairman County Commissioner	500 S. Gillette Ave Suite 1100 Gillette, WY 82716	307-687-7283	Dgr01@ccgov.net
Del Shelstad	County Commissioner	500 S. Gillette Ave Suite 1100	307-687-7283	Dls01@ccgov.net

		Gillette, WY 82716		
Bob Maul	County Commissioner	500 S. Gillette Ave Suite 1100 Gillette, WY 82716	307-687-7283	Rlm01@ccgov.net
Coleen Faber	County Commissioner	500 S. Gillette Ave Suite 1100 Gillette, WY 82716	307-687-7283	Cdf01@ccgov.net

Governing Body: Provide information for the representatives of the governing body for this program. Add rows as needed.

General Governing Body Information			
Governing Body Members			
Name	Title	Telephone	E-mail
Hon. Paul Phillips	Chairman	307-682-2190	psp@courts.state.wy.us
Mitch Damsky	Vice Chairman	307-682-4310	mhd06@ccgov.net
Cheryl Chitwood	Member	307-682-3424	Chc11@ccgov.net
Scott Mooney	Member	307-687-6410	Sam05@ccgov.net
Janeice Lynch	Member	307-267-3079	janeice.lynch@wyo.gov
Tomi Barber	Member	307-682-6699	Holycow22@hotmail.com
Ryan McGrath	Member	307-686-3736	ryan@hhmattorneys.com
Rhonda Stryker	Member	307-686-0254	Rhonda.Stryker@gmail.com

Program Team Member Contact Information (as required by W.S. 7-13-1609(a)): Provide the name and contact information for all Program Team Members. If their title is not what is described, add the title after their name. There must be someone for each position listed unless otherwise specified. If the program does not have all required team members, provide a plan for recruiting any missing members. Do not alter the member column titles. Add rows as needed.

Member	Name & Title	Mailing Address	Telephone	E-mail	% Weekly Staffings attended SFY 21
Participating Judge *	Hon. Paul Phillips (FEL)	500 S. Gillette Av suite 2200 Gillette, WY 82716	307-682-2190	psp@courts.state.wy.us	84%
Substitute Judge *	Hon. Matthew	500 S. Gillette Av suite 2200	307-682-2190	mfgc@courts.state.wy.us	92%

(who sits in for Participating Judge, not mandatory)	Castano (DWI)	Gillette, WY 82716			
Prosecuting Attorney	Ron Wirthwein County Attorney	500 S. Gillette Ave suite B200 Gillette, WY 82716	307-682-4310	Rew06@ccgov.net	67%
Defense Attorney or Guardian ad litem	Derek Thrall Defense Attorney	315 s. Gillette Av Gillette, Wy 82716	307-682-9439	derek@nickcarterlaw.net	55%
Monitoring Officer/Probation Officer	Kolby Matheny/ Case Manager	500 S. Gillette Ave suite 2500 Gillette, WY 82716	307-687-6473	Ksm06@ccgov.net	92%
Monitoring Officer/Probation Officer	Scott Appley/ Case Manager	500 S. Gillette Ave suite 2500 Gillette, WY 82716	307-687-6471	Sda06@ccgov.net	92%
Monitoring Officer/Probation Officer	Jennifer Gauthier/ Probation Agent	724 Commercial DR. Gillette, WY 82716	307-687-5332	Jennifer.gauthier@wyo.gov	86%
Treatment Provider Representative	Kim Krogman/ CAPA/ peer specialist	310 S. miller #G Gillette, Wy 82716	307-686-1189	Kim.pfi@vcn.com	90%
Treatment Provider Representative	Lori Daugherty PhD. Clinical supervisor	310 S. miller #G Gillette, Wy 82716	307-686-1189	Lori.pfi@vcn.com	94%
Program Coordinator	Chad Beeman - Coordinator	500 S. Gillette Ave suite 2500 Gillette, WY 82716	307-687-6472	Crb06@ccgov.net	92%
Other (List Title, not mandatory)	Mary Padova Law enforcement	600 w. Boxelder Gillette, WY 82716	307-687-6173	Mlp05@ccgov.net	86%
Treatment Court Admin. Assistant	Breanne Ramirez	500 S. Gillette Ave suite 2500 Gillette, WY 82716	307-687-6470	Bmr06@ccgov.net	83%

*Can be only a District Court Judge, Circuit Court Judge or Magistrate, Municipal Court Judge or Tribal Court Judge (W.S. 7-13-1602(vii)).

Treatment Provider(s) Organization Information: Add rows as needed.

Name	Title	Mailing Address	Telephone	E-mail
Personal Frontiers Inc.	Substance abuse Treatment	310 S. Miller #G Gillette, WY 82716	307-686-1189	Manager.pfi@vcn.com

Ancillary and Community Services Information: List all ancillary and community service provider information including information on employment providers, subcontractors, and contractors. Add rows as needed.

Name of Provider(s) or Contractors	Address/Telephone	Duration of current contract (start/end dates)	Description of services provided
Division of Vocational Rehabilitation	Running W. Drive, Gillette, WY 82716 307-682-2672	NA	Assists clients in fulfilling employment goals and achieve independence.
Campbell County Public Health	2301 South 4J Road Gillette, WY 82716 307-682-7275	NA	Offers health care and health education classes.
Council of Community Services	115 Rohan Avenue Gillette, WY 82716 307- 682-2730	NA	Provides clothes, housing assistance, weatherization, food and community service opportunities.
Campbell County Health (hospital)	501 S. Burma Gillette, WY 82716 307- 688-1000	NA	Provides health care to participants along with mental health services.
Gillette College	300 W. Sinclair Gillette, WY 82716 307-686-0254	NA	Helps participants with HiSET preparation, offers testing scholarships and tutoring sessions, and college advising.
Gillette Abuse Refuge Foundation	910 W. 3 rd ,	NA	Provides classes on domestic violence and

	Gillette, WY 82716 307-686-8071		self-esteem building. Provides housing assistance.
Campbell County Parks and Recreation Center	250 Shoshone Avenue Gillette, WY 82718 307-682-8527	NA	Offers facility passes used as incentives for participants. Provides community service opportunities to participants.
Second Chance Ministries	706 Longmont Gillette, WY 82716 307-682-3148	NA	Offers re-entry services, transitional living, 12 step faith based recovery groups, and other supportive services.
Westwood High School	7 Opportunity Spur Gillette, WY 82716 307-682-9809	NA	Engraving class makes graduations plaques at a discounted rate.
ABATE of Northeast Wyoming	PO Box 3676 Gillette, WY 82717	NA	Provides Christmas gifts to low income families
Gillette Movie Theatres	650 N. WYO 14/16 Gillette, WY 82716 307-686-4060	NA	Donates movie theatre passes used as incentives
Walmart	2300 S. Douglas Hwy Gillette, WY 82716 307-686-4060	NA	Donates gift cards which are used as incentives
Dr. Stroschein Pronghorn Family Dentistry	109 W. Lakeway, Suite B Gillette, WY 82718 307- 686-1605	NA	Provides dental services at reduced fee or at no cost.
Dr. John Naugle, DDS	805 4J Road, Suite A	NA	Offers oral surgery to participants at reduced cost.

	Gillette, WY 82716 307- 686-3147		
Cam-Plex Heritage Center	1635 Reata Drive Gillette, WY 82716 307-682-0552	NA	Provides complimentary family passes to theater events.
Salvation Army Svc	222 S. Gillette Suite 608 Gillette, WY 82716 307-682-6982	NA	Provides social service assistance to individuals who are financially indigent.
Campbell County Extension Office	412 S. Gillette Avenue Gillette, WY 82716 307-682-7281	NA	Provides nutrition and cooking classes to participants
Campbell County Government	500 S. Gillette Avenue Gillette, WY 82716 307-687-6355	NA	Provides prescription discount cards
From You to Me Clothes Swap	2000 West Lakeway Gillette, WY 82718 307-660-8265	NA	Provides clothing and shoes for families for free/provides community service opportunities
Kiwanis Club of Gillette	P.O. Box 162 Gillette, WY 82717	N/A	Donates gift certificates to be used as incentives.
Holy Trinity Episcopal Church	5101 Tanner Dr Gillette, WY 82718	N/A	One-time monetary donation to be used for anything but wages.

Mental health provider contact information: Add rows as needed.

Name of Treatment	Address	Duration of current contract	Total \$ Amount of Contract	Certification Expiration	National Accreditation Expiration
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Provider(s) or Contractors		(start/end dates)		Date if Applicable	Date if Applicable
Clear Creek Counseling	801 E. 4 th st Gillette, Wy 82716	Open ended	Up to \$39,000 of local funds	N/A	N/A

Section 14. Assurances

Review all assurances and make sure the required attachments (Attachment A and match fund letters) are provided with this application. **Type initials in the boxes below.**

1. This application was reviewed and approved by the Program Team and the representative from the Governing Body: **CB/ MD**
2. All attachments (application, matching funds letters, Attachment A, Contracts or MOUs) were reviewed and approved by the Program Team and the representative from the Governing Body: **CB/ MD**
3. Indicate here if the program would like a 10-minute phone call with the funding panel that will be held in March 2021, between 9:00am and 1:00pm and who will be present for the call. Date to be determined and will be provided to programs via email. Specific times will be determined after all applications are submitted. This is optional and allows you an opportunity to highlight progress in your program or circumstances influencing your funding request. **Yes, I'd like to request a funding panel call. Coordinator Chad Beeman and any available members from the board of directors.**

Section 15. List of Required Attachments

1. Letters from the agency or agencies that committed in-kind contributions and local match funds for the application year of FY22
2. Attachment A, Budget and Budget Justification

CST Program Annual Budget – FY2022

CST Program Name:	Campbell County Adult Treatment Courts	CST Program Contact Title:	Program Coordinator
Remit Payment To:	Campbell County Adult Treatment Courts	CST Program Email:	cst05@copco.net
CST Program Address:	500 S. Gillette Avenue, Suite 2500	CST Program Contact Phone:	307-687-6472
CST Program City, State, Zip:	Gillette, WY 82716	CST Program Contact Fax:	307-687-6376
CST Program Contact:	Chad Beeman		

Please only type in peach colored boxes.
Do not include federal funds or other state funds as match in the Budget or Budget Justification tabs.
DO NOT INCLUDE ANY INFORMATION ON MAGISTRATE FUNDING IN THE BUDGET OR BUDGET JUSTIFICATION TABS

State and federal funds may not be used as match against this grant; they should be marked in the OTHER or FEDERAL FUNDS columns. LOCAL and IN-KIND FUNDS will be used to calculate match. Justify the budget in the Budget Justification tab.

Funding Sources & Amounts	Requested State Funds	Local Funds	In-Kind	City & County Funds	Federal Funds	Program Participant Fees	Other State Funds/Salaries	Total Match & Other Funds Available in the CST Program
REQUIRED MATCH DOLLARS								
ADMINISTRATIVE								
Salaries and Wages (not including Treatment/Supervision)	\$133,878.00	\$59,947.00				\$78,000.00		\$137,947.00
Employee Benefits (not including Treatment/Supervision)	\$43,133.98	\$33,600.00				\$47,000.00		\$80,600.00
Professional Services Fees (Please Specify)								\$0.00
Internet Service			\$50.00					\$50.00
Telephone/Cell Phone	\$1,300.00		\$200.00					\$200.00
Utilities			\$500.00					\$500.00
Vehicle Expenses/Maintenance			\$500.00					\$500.00
Office Supplies	\$400.00							\$0.00
Computer Hardware	\$2,500.00							\$0.00
Computer Software and/or Supplies			\$750.00					\$750.00
Photocopy	\$500.00							\$0.00
Postage	\$22.83							\$0.00
Advertising	\$500.00							\$0.00
Equipment Maintenance								\$0.00
Equipment Rental/Purchase								\$0.00
Office Space			\$22,500.00					\$22,500.00
Construction Costs								\$0.00
Grant Writing								\$0.00
Case Management System								\$0.00
Audit Costs	\$5,000.00							\$0.00
Professional Services Contract (Please Specify)								\$0.00
Program Evaluation								\$0.00
TRAVEL/TRAINING								
Travel In-State	\$2,000.00							\$0.00
Travel Out of State	\$1,000.00							\$0.00
Training Fees	\$1,000.00							\$0.00
Masterclasses/Meeting Expenses	\$1,000.00							\$0.00
Client Transportation								\$0.00
Community Training								\$0.00
TREATMENT/SUPERVISION								
Substance Abuse Treatment	\$158,850.60							\$0.00
Substance Abuse Treatment Salaries and Wages (if applicable)								\$0.00
Substance Abuse Treatment Employee Benefits (if applicable)								\$0.00
Mental Health and/or Other Counseling Services				\$30,000.00		\$3,500.00		\$42,800.00
Educational Program	\$3,000.00							\$0.00
Educational Materials	\$500.00							\$0.00
Drug Testing and Testing Supplies	\$3,049.40							\$0.00
Mentoring (if selected)	\$6,000.00							\$0.00
Graduation and Incentives	\$1,300.00							\$0.00
Family Activities	\$1,200.00							\$0.00
National Accreditation								\$0.00
Other Program Materials								\$0.00
MISCELLANEOUS EXPENSES (Please Specify)								
A. Quality of Life Outlets						\$3,000.00		\$3,000.00
B. State Approved \$1000 for CARF								\$0.00
C. State LIA Funding	\$7,990.60							\$0.00
Line Totals	\$374,188.40	\$93,547.00	\$24,000.00	\$38,000.00	\$0.00	\$131,500.00	\$0.00	\$268,047.00
Total State Funds Required	\$	\$	\$374,188.40			Total Budget	\$	662,233.40
TOTAL MATCH USED AGAINST GRANT			\$156,547.00			Match Fund Percentage	\$	0.42

CST Program Budget Justification -- FY2022

Adjust the row height to make all wrapped text visible

1. Select the cell or range for which you want to adjust the row height.

2. On the Home tab, in the Cells group, click Format.

3. Under Cell Size, do one of the following:

• To automatically adjust the row height, click AutoFit Row Height.

• To specify a row height, click Row Height, and then type the row height that you want in the Row height box.

Tip: You can also drag the bottom border of the row to the height that shows all wrapped text.

Date Last Updated: 1/8/2021		Please set out what portion is state funds, match funds, and other funds; including federal grants. Justify what the budget will cover. Please explain the amount within each item as state funds, match funds, or any other funds. With applications due early this year, all budgets are estimates until finalized in June.
Campbell County Adult Treatment Courts		
Campbell County Adult Treatment Courts		
500 S. Gillette Avenue, Suite 2500		
Cost Description	Total Amount	
ADMINISTRATIVE		
Salaries and Wages	\$271,826.00	Coordinator, two Case Managers are full time employees. The Administrative assistant is 3/4 time employee. This reflects an estimated merit raise for the new fiscal year which all Campbell County employees are entitled to, although no raises have been given over the past two years. This includes all taxes and workman's compensation benefits.
Employee Benefits	\$123,733.98	Coordinator, Case Managers and Administrative Assistant receive employee benefits from local match and participant fees. Benefits include Wyoming Public Employee's Retirement System, health and dental insurance and life insurance. Of the \$305,559.98 for salaries, taxes and benefits \$ 218,547 will be paid for using a combination of each matching funds and program participant fees.
Professional Services Fees (Please Specify)	\$0.00	
Internet Service	\$50.00	In-kind contribution provided by Campbell County
Telephone/Cell Phone	\$1,500.00	The provision of four phone lines with long distance service is provided as an in-kind contribution by Campbell County. The Case Managers both have cell phones when calling for the collection of urinalysis tests (U.A.'s); access to Treatment Court Staff (24/7); and access GPS/electronic monitoring. The cell phone service is estimated at \$108.33 per month X 12 months for a total of \$1300, to be paid with state funds.
Utilities	\$500.00	In-kind contribution provided by Campbell County
Vehicle Expenses/Maintenance	\$500.00	In-kind contribution provided by Campbell County
Office Supplies	\$400.00	estimated \$400 and will be paid from state funds
Computer Hardware	\$2,500.00	2500 of state funds to be used to pay for upgrading one computer and monitor for the office each year, software, internet are in-kind services provided by Campbell County.
Computer Software and/or Supplies	\$250.00	
Photocopies	\$500.00	This covers the copies and maintenance for the year. The copier was purchased with the surcharge fee grant.
Postage	\$22.82	used for mailing mail surveys and other materials as needed to participants. This is paid with state funds.
Advertising	\$500.00	Advertising is paid from state funds to aid in request for proposal ads in local news paper.
Equipment Maintenance	\$0.00	
Equipment Rental/Purchase	\$0.00	
Office Space	\$22,500.00	In-kind contribution provided by Campbell County
Construction Costs	\$0.00	
Grant Writing	\$0.00	
Case Management System	\$0.00	
Audit Costs	\$5,000.00	paid from state funds for estimated audit costs
Professional Services Contract (Please Specify)	\$0.00	
Program Evaluation	\$0.00	
Total Administrative	\$428,782.80	
TRAVEL/TRAINING		
Travel In-State	\$2,000.00	home visits within Campbell County and travel to training within the state of Wyoming
Travel Out-of-State	\$1,000.00	training
Training Fees	\$1,000.00	registration fees for training
Miscellaneous Meeting Expenses	\$1,000.00	to provide light lunches for board meetings. We ask board members to come during their lunch hour and this can work as an incentive for participation
Client Transportation	\$0.00	
Community Training	\$0.00	
Total Travel/Training	\$5,000.00	
TREATMENT/SUPERVISION		
Substance Abuse Treatment	\$158,850.60	Substance abuse treatment is estimated at \$4500 per year for each of 40 participants the shortfall from state funds will be paid from local funding.
Salaries and Wages (if applicable)	\$0.00	
Employee Benefits (if applicable)	\$0.00	
Mental Health and/or Other Counseling Services	\$42,500.00	Mental health and services outside of regular substance abuse treatment this is all paid with local funds. Also this is used to supplement shortfall in state funds for regular substance abuse treatment.
Educational Program	\$3,000.00	Training for participants related to job services, nutrition, thinking for a change, AA/NA books
Educational Materials	\$500.00	folders, paper, training aids, materials for personality colors and additional 12-step books.
Drug Testing and Testing Supplies	\$3,049.40	additional testing services not covered by regular testing budget. Regular tests or confirmation testing that exceeds amount already allotted for testing services.
Monitoring (Electronic)	\$6,000.00	Smart Start units for at least the first 30-days in the program at \$4 per day. Used to purchase vehicle track GPS and service. Units are \$49.95 each with \$143.30 for a year of tracking.
Graduation and Incentives	\$1,300.00	provides graduation plaques, cakes, candy, certificates and coins for graduates.
Family Activities	\$1,300.00	provides recreation activities and appreciation picnic for the sponsors, employers, and families who supported the participants.
National Accreditation	\$0.00	
Other Program Materials	\$0.00	
Total Treatment/Supervision	\$216,600.00	
MISCELLANEOUS		
A. Quality of Life Dollars	\$3,000.00	used for prescription meds, medical, transportation, as approved by the board on as needed basis. This was provided by a donation from a local church. No state funds are expected to be used this year.
B. State Approved \$7500 for CARF	\$0.00	
C. State UA Funding	\$7,950.60	used for urine testing, mouth swabs, through eordant solutions and redwood toxicology.
Total Miscellaneous	\$10,950.60	
TOTALS	\$662,233.40	

The following page(s) contain the backup material for Agenda Item: [9:30 Juvenile & Family Drug Court State Grant Application FY2022](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

**OFFICE**

500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS

D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad
Colleen Faber

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab

RE: Juvenile Family Drug Court CST Application

DATE: 01/12/2021

Attached you will find an application for Juvenile and Family Drug Courts Wyoming Courts Supervised Treatment Program (Fiscal Year 2022). The application is to provide 6 "adult" slots and 6 "juvenile" slots totaling a request from the CST program of \$144,429.00. These are state funds with a match requirement of \$57,493.70. This application has been reviewed by the grants specialist and it was complete.

Mr. James Lyon will be presenting this application.

Thank you!

**WYOMING COURT SUPERVISED TREATMENT PROGRAM
STATE FISCAL YEAR 2022
GRANT APPLICATION**



Wyoming
Department
of Health

Behavioral Health Division

Behavioral Health Division
Herschler Building West, 122 West 25th Street, Suite B
Cheyenne, WY 82002

Application Sections

Application Instructions – Page 3

1. Program Type, Mission, Goals
2. Funding Request
3. Program Data to Support Request
4. Funding Sources, Practices, Fiscal Agent
5. Projected Budget and Justification
6. Magistrates
7. Risks/Needs Assessment Practices
8. Substance Abuse Treatment Services, Practices, Certifications
9. Mental Health Services, Practices, Certifications
10. Training Summary
11. Recidivism, Retention, Sobriety
12. Community Outreach
13. Master Contact List
14. Assurances
15. List of Required Attachments

SFY2022 Wyoming Court Supervised Treatment (CST) Program Application Instructions

PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION

These instructions are for SFY 2022 applications. Read carefully so the application is completed accurately. If you have questions, contact Alicia Johnson: 307-777-6885, or email cstprogram@wyo.gov.

The application contains four documents. Please fill out every section completely.

- (I) Instructions
- (II) Application
- (III) Budget Justification Worksheet

This application and materials are not a promise of contract or funding. An application that is not completed will result in no contract being awarded. No contract will be awarded if all deliverables for the current year are not delivered and/or received.

As a Court Supervised Treatment Program applying for State of Wyoming funds, you are required to adhere to requirements in the Court Supervised Treatment Programs Act (Wyo. Stat. § 7-13-1601 through Wyo. Stat. § 7-13-1615), all current State Rules and Regulations (Substance Abuse Rules Chapters 1-8), and any policies and procedures set by the Wyoming Department of Health, Behavioral Health Division.

Special Instructions:

- If you are applying for funding for more than one program, you must complete a separate application for each program.
- Do not put sections onto separate pages. Allow each section to utilize the same page if there is room in order to save space and printing costs. Use only the space provided.
- Budget and Budget Justification Spreadsheet: Fill in all projected dollar amounts by line item. Provide an explanation for each on the Justification spreadsheet. We realize that it is early in the year, so you may not know your exact budget numbers. Provide your very best estimates and if an award is granted, we will collect a finalized budget by June 30, 2021. The total match must meet or exceed twenty-five (25) percent.
- Matching funds letters should be grouped together into one scanned document rather than several separate ones.

Application Deadline: February 2, 2021 - 5pm MST

Send all completed application documents via email to cstprogram@wyo.gov. Include the required attachments. There will not be time to collect missing documents/information. Please reach out for assistance, if needed, prior to the deadline in order to submit a complete application.

Save the completed application, budget attachment, and master contact list using the file name: court-name grant app (or budget or contacts) FY22. (e.g. **AlbanyCountyCSTProgram grant app FY21**).

All applications should be sent electronically via email. If you are experiencing technical difficulties, please contact Alicia. All documents must arrive prior to the 5pm deadline on February 2, 2021.

Section 1. Program Type, Mission, Goals

Official Program Name:

1. Program Type (Place an X where the box is if uncheckable):

- ☒ Adult Drug Court
- ☒ Juvenile Drug Court
- ☐ DUI Court
- ☐ Tribal Healing to Wellness Court
- ☐ Reentry Drug Court
- ☐ Veterans Treatment Court
- ☐ Federal District Drug Court
- ☐ Family Dependency Treatment Court
- ☐ Back on TRAC
- ☐ Other :

2. Use the following space for Program Mission Statement and Goals (see W.S. §7-13-1603(b))

The mission of the Campbell County Juvenile & Family Drug Court, together with its Youth Intervention Track, is to decrease the use of alcohol and other drugs, as well as offenses related to their use, and to improve the mental health, life skills and competencies of program Participants.

GOAL 1: **Target youth, ages 14-20, who are substance users charged with offenses in Municipal, Circuit or Juvenile Court.**

- Objective 1: Screen 36 juvenile and young adult offenders per year.
- Objective 2: Identify as program eligible 12 juvenile offenders and their families per year and 20 young adult offenders.
- Objective 3: Enroll 5 juvenile offenders and their families (average 3 people / family) per year and 10 young adult offenders per year.
- Objective 4: Graduate 60% of enrolled participants within 9 months of their enrollment.

GOAL 2: **Reduce substance use and criminal behaviors among program participants.**

- Objective 1: 70% of active participants will have no new arrest while in the program.
- Objective 2: Reduce by 30% the rate of alcohol/drug arrests by graduates within 12 months of program completion.
- Objective 3: 100% of active participants will be alcohol/substance tested ranging from Phase I and II (2x/wk) to Phase III (randomly).

GOAL 3: **Improve the overall mental health of program participants.**

- Objective 1: 100% of active participants will receive a Mental Health Assessment.
- Objective 2: 75% of graduated participants will show overall improved functioning, as measured by Adolescent Psychopathology Score (APS).
- Objective 3: 100% of active participants will complete, or be participating in, mental health counseling, medication therapy, or other mental health services as identified by the mental health assessment.
- Objective 4: Case management services will be offered to 100% of the active participants.

GOAL 4: **Identify educational and vocational goals for Program Participants and improve performance toward those goals.**

- Objective 1: For participants attending high school or college, seventy percent (70%) of active participants will improve their academic performance.
- Objective 2: For participants attending high school or college, seventy-five percent (75%) of active participants will show improvement in complying with school attendance policies, excluding tardies (i.e., no skipping, unexcused absences, etc.)
- Objective 3: For participants attending high school or college, seventy-five percent (75%) of participants will show a decrease in school disciplinary referrals or out of school suspensions.
- Objective 4: For participants attending high school or college, seventy-five percent (75%) of juvenile and young adult participants will participate in at least one extracurricular activity, i.e., academic clubs, sports, music, clubs, etc., community service or employment.

GOAL 5: **Improve life skills of Program Participants through employment, pro-social activities, and referral to a broad continuum of related services that maximize self-sufficiency.**

- Objective 1: 80% of active participants with identified educational goals will complete, or be working toward, their academic goals (to include high school graduation, HiSet, trade school, college enrollment, etc).
- Objective 2: 80% of active participants will obtain and maintain appropriate employment.
- Objective 3: 80% of active participants will comply with ancillary service referrals such as VOA, GARF (domestic violence), Workforce Services, Council of Community Services (housing), Public Health (medical needs), independent/transitional living classes, etc.
- Objective 4: 80% of active participants will participate in at least one pro-social activity per week.

GOAL 6: **Build on families' strengths and values and honor and support families through engagement in all aspects of the process.**

- Objective 1: 100% of the active participants will participate in family programming with the substance use treatment provider.

- Objective 2: 100% of the active participants will participate in consolidated treatment planning.
Objective 3: 100% of the active participants and parents/guardians present in the courtroom will engage with the Judge during court sessions.
Objective 4: The Defense Counsel will offer consultation to 100% of the active clients.

GOAL 7: Meet State Performance measures.

- Objective 1: Provide an average of 3 ancillary services or referrals per participant / month.
Objective 2: Provide an average of 4 supervision contacts per participant / month.
Objective 3: Provide an average of 5 substance abuse tests per participant / month.
Objective 4: Maintain an average retention rate equal to or greater than the national average of 67-71% (adult) or 48-59% (juvenile).
Objective 5: Maintain in-program recidivism rate of 15% or less using State-identified calculation.
Objective 6: Gather data on post-program recidivism to allow the Division to establish a baseline using State-identified calculation.
Objective 7: Require each participant to have a minimum of 120 consecutive sobriety days prior to program graduation.

GOAL 8: Increase community awareness of substance use and co-occurring mental health disorders and court supervised treatment programs as an alternative to incarceration and secure detention.

- Objective 1: Hold at least two semi-public drug court graduations per year taking into account confidentiality issues.
Objective 2: Provide program information to government officials four times per year.
Objective 3: Provide program information to civic, religious or service organizations, or other types of community outreach four times per year.

Section 2. Funding Request

Number of adult slots requesting state funds to support in FY22:	<u>6</u>
Number of juvenile slots requesting state funds to support in FY22:	<u>6</u>
Adult Slots X \$9,354.66 =	<u>\$56,127.96</u>
Juvenile Slots X \$14,716.84 =	<u>\$88,301.04</u>
Total State Funds Request =	<u>\$144,429.00</u>

Section 3. Program Data to Support Request

The CST Program will provide July 1, 2020-December 31, 2020 recidivism, retention, and average number of participant data to the Funding Panel.

OPTIONAL: Use the following space to share any important information/circumstances regarding monthly average participant numbers, retention, and recidivism rates:

As throughout the rest of the state of Wyoming, the Campbell County Juvenile and Family Drug Court faced numerous challenges navigating the COVID-19 pandemic. The ripple effect of reduced law enforcement contact, the postponement of Court hearings to agencies limiting the number of assessments being conducted, inhibited potential participants from receiving services in a timely manner. During this time, the program participants found their individual and group treatment sessions on Zoom and Teams extremely challenging. The lack of face-to-face social interaction with their counselor and other participants proved to be a struggle. The Intensive Supervision Probation Officer made sure to maintain a routine and overcompensate for the lack of interaction by safely conducting in-person check-in's and drug screens per policy and procedure. The transition back to weekly in-person Court hearings and treatment sessions during the summer proved successful. It allowed the participants, their families and program team members to resume a sense of normalcy. The adjustment from the virtual services in the spring of 2020 back to being in-person in the summer, proved beneficial when going back to all virtual weekly Court hearings and treatment services in the fall of 2020. The participants and their families demonstrated a high degree of flexibility and resilience with the impacts to the program.

Section 4. Funding Sources, Practices, Fiscal Agent

Program Funding and Fees

1. Is the program currently receiving federal funds (for FY22)? ☐ Yes ☒ No
 - a. If yes, list the name of grant and amount received:
2. Will the program apply for other federal funds in FY22? ☐ Yes ☒ No
3. Does the program intend to request funding to aid in CARF accreditation? ☐ Yes ☒ No
If the program's treatment provider receives other funds from the Division, the program is not eligible to receive CARF funding.
4. If the program will receive other supplemental funds (gifts, contributions, donations, or grants) outside of the state grant and city/county match funds, list the funding source(s) and dollar amount(s) here:

County Funds	\$30,372	To be requested in 2/21
City 1% Funds	\$10,000	To be requested in 2/21

5. How much will program participants pay in CST Program fees (designate if per phase, per year, per month, other)?

Each Program Participant will pay a fee of \$450.00, which equates to \$150.00/phase. This fee is applied to the cost not covered by insurance of substance use treatment and family programming, and individual and/or family mental health counseling.

6. What other expenses will participants be responsible for throughout the program (SCRAM bracelets, drug testing, other)?

None, generally.

However, if a participant damages a GPS monitor, they may be responsible for any charges resulting from the damage. If a participant requests an additional drug test to confirm or deny a positive result, they may be responsible for the cost of the additional testing.

Participants are held responsible for “no-show” fees with the mental health provider and with the substance use provider for participants in the Youth Intervention Track (YIT) for unexcused missed appointments.

7. If participants are required to pay CST-related expenses directly to any organization holding a contract or MOU with the program (treatment providers, drug testing services, etc.) how are those payments tracked and reported back to the program?

Program participants do not pay CST-related expenses directly to any Program contractor.

(a) Insurance – All participants, and/or participant families, are to inform treatment staff if they carry medical insurance, Medicaid, Medicare and/or Title 19, so that the cost of any treatment may be defrayed by private insurance, Medicaid, Medicare and/or Title 19. The JFDC / YIT Treatment Providers are required to submit all services for outside reimbursement before billing the JFDC / YIT Program.

(b) Adult/Parent/Guardian Participants in JFDC – should Adult/Parent/Guardian Participants be ordered to undergo evaluation or participate in their own substance use treatment; the adult participant bears the full responsibility for the costs of these services.

(c) Program participants may also be required to complete an in-patient rehabilitation program or some other additional service. These services shall be at the expense of the Participant.

The Campbell County Treasurer's Office is responsible for collecting program fees from the participant.

8. Is the program's fiscal/fiduciary agent on the program's governing body or board?

X Yes ☐ No

If the fiscal/fiduciary agent is not on the governing body or board, email a signed copy of the resolution appointing the fiscal/fiduciary agent to cstprogram@wyo.gov for record keeping purposes.

9. Upon application submission, please submit the letters from the agency or agencies that committed in-kind contributions and local match funds for the upcoming year of FY22. These documents should be scanned and submitted as one document.

Section 5. Projected Budget and Justification (Attachment A)

Fill out the Budget and Budget Justification Attachment A and submit with this application. (The Budget tab and Budget Justification tab are both on the same document.) Match funds must be at least 25% of your state funds request. Federal grants and any other state funds cannot be counted in your match funds.

Section 6. Magistrates

1. Pursuant to W.S. 7-13-1606(d), "The application shall identify participating judges and contain a plan for the participation of judges. The plan shall be consistent with rules adopted by the department and the Supreme Court." Use the following space to provide the plan for the participation of all judges/magistrates in the program:

The Campbell County Board of Commissioners identifies Magistrate Kimberly Hoff, Sixth Judicial District Circuit Court, as the permanent participating judge for the Campbell County Juvenile & Family Drug Court and provides the following:

(a). Magistrate Hoff holds Juvenile & Family Drug Court sessions weekly for one (1) to one and one-half (1 ½) hours per week and assumes the primary role to motivate and monitor the juveniles and their family members who appear before the Court. During these sessions, Magistrate Hoff provides positive reinforcement to participants and, as she deems necessary, imposes appropriate sanctions for failure to comply with Juvenile & Family Drug Court rules, keeping in mind the overall goal of recovery.

(b). Magistrate Hoff participates for one (1) to one and one-half (1 ½) hours weekly in pre-court staffing with the Juvenile & Family Drug Court Program Team, to review cases for

upcoming court, and implement any changes or sanctions the Team deems necessary. Magistrate Hoff also ensures a cooperative atmosphere for attorneys, clerks, probation officers, police officers and treatment providers to stay focused on the task of providing juveniles and their family members with appropriate treatment.

(c). Magistrate Hoff ensures due process of law and conducts hearings requested by Juvenile & Family Drug Court participants for whom expulsion from the program has been recommended by the program team.

(d). In Magistrate Hoff's absence, Magistrate Richard Erb will act as the participating judge and will conduct weekly court sessions and staffing.

(e). Magistrate Hoff participates as an active member of the Juvenile & Family Drug Court Program Team and Management Committee.

(f). Magistrate Hoff participates in the required number of continuing education hours as established by the Department of Health and provide documentation of their attendance at such trainings.

(g). Magistrate Hoff may take part in community outreach by accepting invitations to speak consistent with the Code of Judicial Conduct at various community functions.

2. To aid the Supreme Court in compiling data to build their projected CST magistrate budgets, what is the **average number of hours per week** that a magistrate is utilized in the program?

2.5-3.0 hours/week

Section 7. Risks/Needs Assessment Practices

1. What participant risks/needs screening and assessment processes does the program currently use? Explain the process and list all tools used.

The JFDC Intensive Supervision Probation Officer or the Program Coordinator conducts a screening interview with the candidate to assess strengths and needs of substance use, mental health, employment, and living situation. Collateral information, including the Social Summary completed in a juvenile case, is also obtained and utilized.

The SASSI, ASI, and other instruments approved by the State are used by the substance use treatment providers to determine ASAM levels of care. The mental health providers use those assessments that are specifically relevant to determine an individual client's mental health diagnosis and needs.

The screening/assessment process is as follows:

JFDC Screening Process:

- Step 1) Initial Ticket Review / Case Review –
County Attorney's Office: Deputy County Attorney and/or Juvenile Court Multi-Disciplinary Teams review cases for appropriateness prior to disposition, revocation, or review hearings.
- Step 2) Substance Use Evaluation –
JFDC Provider: Personal Frontiers, Inc., YES House OR provider of client's choice. Administration of SASSI, ASI, or other State mandated tool, additional tools as evaluator deems necessary, and application of ASAM criteria to determine level of care. If diagnosed as having a substance use disorder, proceed to step 3.
- Step 3) Initial Screening –
Jim Lyon, Jr. or JFDC Intensive Supervision Probation Officer JR Bailey conduct the screening interview with the candidate to assess strengths and needs of substance use, mental health, employment, and living situation. Also refers to Social Summary completed in juvenile case, the Probation Referral Form, Law Enforcement Reports, Substance Use Evaluation, Juvenile Risk Assessment, and other applicable documents for collateral information.
- Step 4) Admissions Committee –
Review of compiled data. Requires three (3) Board Members to vote. Also providing input are the assigned juvenile probation officer, substance use evaluator and mental health therapist.

Details of the screening process follow:

The structure of the JFDC is post-adjudication for both delinquency and CHINS cases. It is post-conviction for youth referred from Circuit or Municipal Courts. The potential juvenile participant must be diagnosed with a substance use disorder to meet admission criteria. The parents/guardians are not required to participate in cases referred from Municipal or Circuit Court. However, in certain circumstance the Juvenile Court may require parental participation. In these cases, the parents/guardians must also agree to actively participate in the program, including weekly court attendance, family therapy sessions, family substance use program, parenting classes, cooperation with home visits and searches, and must agree to abide by all terms of the JFDC and probation rules and requirements.

In Juvenile Court, juveniles are referred to the program via multiple routes: immediately following adjudication, between adjudication and disposition, at disposition on a delinquency petition, at disposition on a CHINS petition, following a revocation of juvenile probation with either County Probation or Department of Family Services, or at a review hearing following in-patient treatment or other out of home placement. Participants may also be referred from either Municipal or Circuit Court following entry of their guilty plea. The Juvenile Risk

Assessment is administered to all youth in Juvenile Court by the youth's respective Probation Officer who may be either a DFS or County Probation Officer.

A juvenile who appears to be program appropriate is referred for a Substance Use Evaluation. Evaluations are generally scheduled within a week of the family calling for an appointment. This evaluation occurs prior to the coordinator screening to determine whether the juvenile requires the level of care offered by the Program. The assessment tools used to determine the existence of a substance use disorder include: Adolescent SASSI – Substance Use Subtle Screening Inventory; ASI – Addiction Severity Index; ASAM – American Society of Addiction Medicine's Patient Placement Criteria; a clinical interview to determine family history of dependency and usage pattern as it relates to the DSM-5 criteria; and other State-approved juvenile assessment tools. The substance use treatment provider obtains the necessary releases to enable the sharing of this information with the Coordinator or designee and the Admissions Committee.

In the event the juvenile is diagnosed with having a substance use disorder, an initial screening meeting is scheduled between the Coordinator or designee, the juvenile and his/her parents/guardians. The screening meeting generally occurs within a week of the substance use assessment. At this meeting, the program is described in detail and obligations of participants are clearly articulated. The Coordinator or designee next meets separately with the juvenile and/or parent/guardian to complete screening interviews and determine both program appropriateness and willingness to participate.

The Coordinator or designee will next convene the Admissions Committee to vote on the potential participant's admission to the program. This occurs within days of the screening meeting. The Admissions Committee typically includes a prosecuting attorney, defense attorney, probation representatives and the Coordinator. The coordinator screening, admissions committee meeting and first JFDC appearance by the family usually takes place within one to two weeks, if the disposition hearing has already taken place. If the screening takes place between adjudication and disposition, the first appearance in the JFDC cannot take place until after the disposition and court referral of the case to JFDC. However, in many cases, the participant may begin attending substance use treatment groups, so that program participation is not delayed. In this case, the participant will begin attendance at the earliest session.

Later stages of assessment, which includes mental health, medical, educational, and occupational assessments, as indicated, occur after the candidate has been accepted in JFDC and has attended his/her first drug court session. These assessments are provided by the appropriately licensed and certified professionals in the respective disciplines and occur as the need arises and is based on team referral.

JFDC YIT Screening:

Step 1) Initial Ticket Review / Case Review –

A youth involved in the Juvenile Court system may be referred by the County Attorney's Office or MDT. Municipal Court and/or Circuit Court judge reviews the case at the initial court appearance and refers appropriate candidates for Substance Use Evaluation and Youth Intervention Track screening prior to sentencing. The same process is followed.

Step 2) Substance Use Evaluation –

JFDC Provider: Personal Frontiers, Inc., YES House OR provider of client's choice. Administration of ASI, other State mandated tools, and additional tools as evaluator deems necessary, and application of ASAM criteria to determine level of care. If diagnosed as having a substance use disorder, proceed to step 3.

Step 3) Initial Screening –

Jim Lyon, Jr. or JFDC Intensive Supervision Probation Officer JR Bailey administers the JFDC YIT screening questionnaire. Also refers to Probation Referral Form, Law Enforcement Reports, Substance Use Evaluation, Juvenile Risk Assessment and Social Summary (if completed in juvenile case), and other applicable documents for collateral information.

Step 4) Admissions Committee –

The Coordinator or designee will next convene the Admissions Committee to vote on the potential participant's admission to the program. As with the JFDC process, the Admissions Committee typically includes a prosecuting attorney, defense attorney, treatment representatives, education representative, probation representatives and the coordinator. The initial screening, admissions committee meeting and first drug court appearance usually takes place within one to two weeks. If the youth is declined by the Admissions Committee, notification will be provided to the candidate and the referring court, and the case may return to that originating court for further proceedings.

Step 5) Candidates are notified of their acceptance into JFDC. If accepted, participants are given written rules and regulations. Participants sign all necessary documents prior to their first JFDC session. Participants are assigned a probation officer and given written probation conditions. Participants are assigned to a treatment schedule.

2. What is the job title of the individual(s) conducting the screening of participants?

Licensed substance use treatment providers conduct the substance use assessment on potential participants prior to program screening.

Either Jim Lyon, Jr., JFDC Coordinator, or JR Bailey, Intensive Supervision Probation Officer, conduct the program screening.

3. Use the following space to explain if the program opts to serve individuals with risk/need levels different than the best practice population and summarize this policy including if and how the groups are separated.

The JFDC targets predominantly high need adolescents and young adults, 14-21. Each potential participant is considered on a case-by-case basis.

The Juvenile Risk Assessment ranks youth as low, medium, medium-high, or high risk. It is generally the case that those with medium-high to high risk are not able to maintain in the community on probation, require the structure of an out-of-home placement, and are placed under Department of Family Services supervision by Juvenile Court. It has been our experience that those high-risk youth who have been accepted are frequently unable to successfully complete the program. This leads to low retention and high recidivism.

Section 8. Substance Use Treatment Services, Practices, Certifications

1. Will the program hire in-house treatment providers? ☐Yes ☒No

2. Will the program contract for treatment? ☒Yes ☐No

If yes, provide the name of the provider here:

Youth Emergency Services, Inc. ("YES House") serves as the Substance Use Treatment Provider for the JFDC youth ages 14-17.

Personal Frontiers Inc. serves as the Substance Use Treatment Provider for the Youth Intervention Track youth ages 18-21.

3. What is the expiration date of the in-house program or contracted treatment provider's STATE CERTIFICATION?

YES House Substance Use Provider Current, Expires 10/31/2023

Personal Frontiers Substance Use Provider Current, Expires 2/28/2022

4. What is the expiration date of the treatment provider's NATIONAL ACCREDITATION?

YES House CARF accreditation awarded June 2018; 3-year period;
Expires June 2021

Personal Frontiers CARF accreditation awarded November 2019; 3-year period;
Expires November 2022

5. What location(s) are participants seen for services?

YES House 905 N Gurley Ave.
Gillette, WY 82716

Personal Frontiers

310 S Miller Ave Ste. G
Gillette, WY 82716

Section 9. Mental Health Services, Practices, Certifications

6. Does the program have a contract (or MOU) for mental health services? X Yes ☐ No
- a. Does the program refer participants to local Community Mental Health Center(s)?
X Yes ☐ No
- b. Use the following space to provide the name or names of the mental health treatment providers used by the program.
If you intend to use state funds to pay for mental health services, providers must be CARF accredited.

Counseling Connections serves as the mental health treatment provider for the Program Participants

7. Does the mental health provider keep the program team fully informed of all matters relevant to the treatment and program progress of all participants? X Yes ☐ No

How is this information communicated?

Weekly progress reports, attendance at weekly staffing and court, interim calls and emails as necessary

Section 10. Training Summary

List every program team member and every treatment provider, the training hours they have acquired in the last fiscal year (July 1, 2019 - June 30, 2020), and the title of the training. If applicable, provide an explanation on why total required hours were not obtained and the plan for completion of the hours in the next contract year. Add rows as needed.

If the training was not from an organization listed in Rule or Guideline and was not preapproved, it will not be counted for completed hours.

Member Position	Member Name	Title of Training	Hours Received	Member Start Date
Participating Judge	Kimberly Hoff	6/19 Previously Documented Webinars from Approved Sites	18 carryover	1/24/2019

		7/19 NADCP National Conference 2019	18.25 hours	
		9/19 JFDC Retreat Training	5.5 hours	
		6/20 "Avoiding and Coping with Professional Impairment" Webinar	1.12 hours	
		6/20 "Prescription Drug Abuse" Webinar	1 hour	
		6/20 "The Role of Probation: Coach vs. Referee" Webinar	0.95 hour	
		6/20 "Trauma Informed Treatment Courts" Webinar	1.45 hours	
		6/20 "Spice/K2" Webinar	0.72 hour	
Prosecuting Attorney	Charlene Edwards	8/18 CST Guideline Training	3 carryover	8/2/2005
		9/19 JFDC Retreat Training	3.5 hours	
Defense Attorney or Guardian ad litem	J. Craig Abraham	9/19 JFDC Retreat Training	3.5 hours	9/19/2019
		5/20 NADCP National Conference 2020	17.5 hours	

Monitoring Officer/ Probation Officer	JR Bailey	8/18 CST Guideline Training	3 carryover	6/17/2013
		9/18 Northeastern Wyoming Prevention Summit 2018	7.5 carryover	
		9/19 Northeastern Wyoming Prevention Summit 2019	7.5 hours	
		9/19 JFDC Retreat Training	5 hours	
Treatment Provider Representative	Jamie Hurich	3/19 12 th National Counseling Advances Conference	16 carryover	3/10/2010
		9/19 JFDC Retreat Training	5 hours	
Treatment Provider Representative	Kim Krogman	6/19 Previously Documented Webinars from Approved Sites	41 carryover	12/1/2018
Treatment Provider Representative	Lori Dougherty	1/19 Verbal De-escalation" Webinar	4 hours	8/29/2019
		2/19 "Alcohol Problems in Intimate Relationships: Identification..." Webinar	3 hours	
		2/19 "Coming Home: How Couples and	1 hour	

		Connect..." Webinar		
		3/19 "Clinical Neuropsychology: A Pocket Handbook..." Webinar	14 hours	
		3/19 "Practical Tools for Dealing with the Professional..." Webinar	1 hour	
		6/19 "Ethics of Self-Disclosure" Webinar	4 hours	
		6/19 "Nurse Fatigue: You don't have to be a Nurse..." Webinar	1 hour	
		9/19 JFDC Retreat Training	0.5 hour	
		1/20 "Resilient Families: Communication Cultivates..." Webinar	1.5 hours	
		1/20 Addiction Severity Index – ASI Training	18 hours	
		2/20 "Cultivating Greater Meaning and Purpose to Prevent..." Webinar	1 hour	

		3/20 "From Policy to Practice: Comprehensive & Coord..." Webinar	1.5 hours	
Treatment Provider Representative (New)	Alicia Teeter	*Training will be obtained by completing approved webinars equaling 20 hours*	0	10/22/2020
Treatment Provider Representative	Erin Urbanoski	6/20 "Preventing and Responding to Suicide Clusters in..." Webinar 6/20 "Addressing Suicidal Thoughts and Behaviors in Sub..." Webinar 6/20 "Ethics and Boundary Issues"	2 hours 2 hours 2 hours	3/29/2018
Treatment Provider Representative	Misty Bruce	8/18 Limbic Integration Training 6/19 Previously Documented Webinars from Approved Sites 8/19 "Marijuana Overview" Webinar 9/19 Northeastern	12 carryover 27.72 carryover 1 hour 7.5 hours	1/30/2019

		Wyoming Prevention Summit 2019		
Treatment Provider Representative	Melisa Miller	8/18 Limbic Integration Training 9/19 JFDC Retreat Training 10/19 "Youth Substance Use: Developmental" 3/20 "Policy to practice: Comprehensive ..."	7 carryover 5.5 hours 1 hour 1.5 hours	5/15/2007
Program Coordinator	Jim Lyon, Jr.	6/19 Previously Documented Webinars from Approved Sites 6/19 CST Coordinators Conference 7/19 NADCP National Conference 2019	10.75 carryover 16 carryover 20.5 hours	4/1/2019
DFS Representative	Bob Anderson	8/18 CST Guideline Training 9/19 Northeastern Wyoming Prevention Summit 2019 9/19 JFDC Retreat Training	1 carryover 7.5 hours 5.5 hours	8/20/2013

DFS Representative	Fiona Conn	5/20 NADCP National Conference 2020	26.25 hours	2/1/2020
Educational Representative	Heidi Phipps	9/19 JFDC Retreat Training	5 hours	8/29/2019
		5/20 NADCP National Conference 2020	25 hours	
		6/20 "Confidentiality & Information Sharing" Webinar	0.25 hour	
		6/20 "Targeting the Right Population" Webinar	0.5 hour	
		6/20 "Individualized Incentives and Sanction" Webinar	0.75 hour	
		6/20 "Covid Webinar" Webinar	1.25 hours	
Law Enforcement Representative	Sergeant Rita Jordan	4/19 16 th Annual Meth Conference	12 carryover	7/1/2008
Program Assistant	Megan Kincaid-Heidel	8/18 CST Guideline Training	3 carryover	1/8/2018
		6/19 Previously Documented Webinars from Approved Sites	4.75 carryover	
		9/19 JFDC Retreat Training	5.5 hours	

Section 11. Recidivism, Retention, Sobriety

Court Supervised Treatment Programs contribute to the goals of reducing crime/reducing recidivism, retaining individuals for the full duration of the program, and increasing durations of sobriety prior to graduating a program. Goals for each of the three target areas are set in annual contracts and in site visit reports, and the goals are based on the functionality of existing programs and averages reported in national or regional studies.

1. What method(s) does your program utilize to track recidivism?

Contact sheets are requested from the local Sheriff's Office and Gillette Police Department quarterly. This information is analyzed by the program assistant and compiled in an Excel spreadsheet. Any citations referenced are then examined further, with additional information being gathered from the local courts.

2. What does your program do to retain participants in the program?

JFDC develops individualized treatment plans which are reviewed at each phase change to address each client's specific needs as they arise. In addition, during weekly staffing meetings and court, JFDC administers intermediate sanctions to address needs and issues before utilizing incarceration or termination. Lastly, as needed, the monitoring officer/probation officer will increase contact while the treatment providers increase treatment sessions.

Section 12. Community Outreach

Discuss community outreach activities completed by the program in FY21 to date:

The Coordinator and several members of both the Management Team and Program Team participate in a variety of community coalitions which bring together a wide range of community members. These meetings provide opportunities to share the successes and challenges of the JFDC Program. In addition, stakeholders are invited to attend graduation ceremonies with the understanding that confidentiality of the proceedings must be observed. Prior to the COVID-19 pandemic, a writer for the local newspaper attended two separate graduation ceremonies and published articles about the program for the community to read. The County Commissioners often attend court sessions and graduations. Presentations will be made to service clubs such as Lions, Rotary, and Kiwanis. Presentations are made to both the City Council and County Commissioners; these presentations are video recorded and can be viewed on Gillette Public Access by members of the public.

The COVID-19 pandemic in the spring of 2020 curtailed the opportunity for presentations to be scheduled with local service clubs and community agencies. The plan is to continue with the community presentations once there is not a safety issue.

Section 13. Master Contact List

Legal Name of CST Program (name used for the IRS):	Campbell County Juvenile and Family Drug Court
Organization Governing the Contract:	Campbell County Juvenile Probation
Mailing Address	Physical Address for FedEx of Contract
500 S Gillette Ave. Suite B600 Gillette, WY 82716	500 S Gillette Ave. Suite B600 Gillette, WY 82716

CST Program Coordinator Information: Provide contact information for the Program Coordinator.

Name	Title	Mailing Address	Telephone	E-mail	Specific requests
Jim Lyon, Jr.	Program Coordinator	500 S. Gillette Ave. Gillette, WY 82716	307-682-0746	Jhl45@ccgov.net	Contact by email first and then call the number listed.

Contracting Agency and Contract Signatory Information: Provide information for the individual who will sign the state contract and the individual who will attest their signature, if applicable. Add rows as needed.

Name	Title	Mailing Address	Telephone	E-mail
Robert Maul	Commission Chairman	500 S. Gillette Ave. Gillette, WY 82716	307-682-7283	rlm01@ccgov.net

The Attorney General and Wyoming Department of Health Director would like to limit the number of contracts with two signature pages. If you are required legally to provide an original signature to a department or attorney, list below:

☐ Yes, I need an Original Signature for:

Name	Purpose

X No, I do not need an Original Signature; an email copy will be fine.

Fiscal or Fiduciary Agent Information: Provide information for the individual for the fiduciary agent for this program. Add rows as needed.

Name	Title	Mailing Address	Telephone	E-mail
Beth Raab	Grant Specialist	500 South Gillette Ave., Ste. 1100 Gillette, WY 82716	(307) 687-6324	blr01@ccgov.net

Governing Body: Provide information for the representatives of the governing body for this program. Add rows as needed.

General Governing Body Information			
Governing Body Members			
Name	Title	Telephone	E-mail
Bob Maul	Commission Chairman	(307) 682-7283	rlm01@ccgov.net
DG Reardon	County Commissioner	(307) 682-7283	dgr01@ccgov.net
Rusty Bell	County Commissioner	(307) 682-7283	rrb01@ccgov.net
Del Shelstad	County Commissioner	(307) 682-7283	dls01@ccgov.net
Colleen Faber	County Commissioner	(307) 682-7283	cdf01@ccgov.net

Program Team Member Contact Information (as required by W.S. 7-13-1609(a)): Provide the name and contact information for all Program Team Members. If their title is not what is described, add the title after their name. There must be someone for each position listed unless otherwise specified. If the program does not have all required team members, provide a plan for recruiting any missing members. Do not alter the member column titles. Add rows as needed.

Member	Name & Title	Mailing Address	Telephone	E-mail	% Weekly Staffings attended SFY 21
Participating Judge *	Kimberly Hoff, Magistrate	500 S. Gillette Ave., Ste 2400 Gillette, WY 82716	(307) 686-8517	khoff@courts.state.wy.us	100%
Substitute Judge * (who sits in for Participating Judge, not mandatory)	Richard A. Erb, Jr., PC	222 South Gillette Ave., Suite 310 PO Box 36 Gillette, WY 82717	(307) 682-0215	Rick@rickerb.com	0%

Prosecuting Attorney	Charlene Edwards, Deputy County Attorney	500 S. Gillette Ave., Ste B200 Gillette, WY 82716	(307) 682-4310	crl06@ccgov.net	85%
Defense Attorney or Guardian ad litem	J. Craig Abraham, Defense Attorney	Liberty Law Offices, P.C. 203 E. Juniper Lane Gillette, WY 82718	(307) 689-1328	youcallthatjustice@hotmail.com	35%
Monitoring Officer/Probation Officer	JR Bailey, Intensive Supervision Probation Officer	500 S. Gillette Ave., Ste. B600 Gillette, WY 82716	(307) 682-0746	egb45@ccgov.net	85%
Treatment Provider Representative	Alicia Teeter, MS, PPC	310 S Miller, Ste. G Gillette, WY 82716	(307) 686-1189	alicia.pfi@vcn.com	85%
Treatment Provider Representative	Jamie Hurich, LPC	707 W 8th Street Gillette, WY 82716	(307) 685-8255	hurich@counseling-connections.net	95%
Treatment Provider Representative	Erin Urbanoski, MS, LCSW	905 N. Gurley Avenue Gillette, WY 82716	(307) 686-0669	eurbanoski@yeshouse.org	90%
Program Coordinator	Jim Lyon Jr., MS	500 S. Gillette Ave., Ste B600 Gillette, WY 82716	(307) 682-0746	jhl45@ccgov.net	95%
DFS Representative	Fiona Conn	551 Running W Drive, Ste. 200 Gillette, WY 82718	(307) 682-7277	fiona.conn@wyo.gov	85%
Educational Representative	Heidi Phipps	800 S. Butler Spaeth Road Gillette, WY 82716	(307) 660-0126	hhipps@ccsd.k12.wy.us	95%

Law Enforcement Representative	Sergeant Rita Jordan	600 W. Boxelder Gillette, WY 82718	(307) 687-6160	raj05@ccgov.net	20%
JFDC Drug Court Assistant	Megan Kincaid-Heidel	500 S. Gillette Ave., Ste. B600 Gillette, WY 82716	(307) 682-0746	mkh45@ccgov.net	100%

*Can be only a District Court Judge, Circuit Court Judge or Magistrate, Municipal Court Judge or Tribal Court Judge (W.S. 7-13-1602(vii)).

Treatment Provider(s) Organization Information: Add rows as needed.

Name	Title	Mailing Address	Telephone	E-mail
Counseling Connections- Jamie Hurich, LPC	Partner	707 W 8 th Street Gillette, WY 82716	(307) 685-8255	hurich@counseling-connections.net
Youth Emergency Services-Sherilyn England	Director	905 N. Gurley Avenue Gillette, WY 82716	(307) 686-0669	sengland@yeshouse.org
Personal Frontiers, Inc.- Donna Morgan	Executive Director	310 S Miller, Ste. G Gillette, WY 82716	(307) 686-1189	director.pfi@vcn.com

Ancillary and Community Services Information: List all ancillary and community service provider information including information on employment providers, subcontractors, and contractors. Add rows as needed.

Name of Provider(s) or Contractors	Address/Telephone	Duration of current contract (start/end dates)	Description of services provided
Personal Frontiers, Inc.	P.O. Box 754 Gillette, WY 82717-0754 307-686-1189	7/01/20 – 6/30/21	Provide Intensive Outpatient Substance Use Treatment and Outpatient Substance Use Treatment to YIT Program Participants
Counseling Connections, LLC	707 W. 8 th Street Gillette, WY 82716 307-685-8255	7/01/20 – 6/30/21	Provide comprehensive Mental Health

			assessments and treatment to JFDC and YIT Participants
Youth Emergency Services, Inc.	905 North Gurley Avenue Gillette, WY 82716 307-686-0669	7/01/20 – 6/30/21	Provide Intensive Outpatient Substance Use Treatment and Outpatient Substance Use Treatment to JFDC Participants
Youth Emergency Services	905 North Gurley Avenue Gillette, WY 82716 307-686-0669	No Contract	Crisis Shelter, Group Home, Independent Living, HOPE Parenting Classes
Department of Family Services	551 Running W. Drive Gillette, WY 82718 307-682-7277	No Contract	Supervision of youth in DFS custody, assistance in locating inpatient facilities and availability
AVA Community Art Center	509 W. 2 nd Street Gillette, WY 82716	No Contract	Pro-social activities
Boys & Girls Club of Campbell County	707 Bridger Gillette, WY 82716	No Contract	Pro-social activities
Campbell County Recreation Center	250 W Shoshone Ave. Gillette, WY 82718	No Contract	Pro-social activities
Department of Vocational Rehabilitation	551 Running W Drive, Suites 100 & 300 Gillette, WY 82718 307-682-2672	No Contract	Eligibility Assessment, Counseling and Guidance, Referral Services, Job Search and Placement Assistance, Job Retention and Career Follow-Up, Vocation and Other Training Services, Facilitation of diagnosis and treatment of physical and mental impairments, transportation services, transition services (from school-to-work); and Supported Employment services.

Campbell County Children's Developmental Center	1801 South 4J Road Gillette, WY 82718	No Contract	Referrals as necessary
Department of Workforce Services	551 Running W Drive, Suites 100 & 300 Gillette, WY 82718	No Contract	Job & post-secondary education assistance
Council of Community Services	114 4-J Road Gillette, WY 82716 307-686-2730	No Contract	Low cost clothing, grocery assistance, free lunch, temporary shelter
Salvation Army	222 S. Gillette Ave., Ste. 608 Gillette, WY 82718 307-682-6982	No Contract	Provides information and referrals, emergency housing, food and transportation
School District	1000 W. 8th Street P.O. Box 3033 307-682-5171	No Contract	Education
Gillette College	300 Sinclair Street Gillette, WY 82718 307-686-0254	No Contract	HiSet Preparation, College Preparedness
Local employers	Multiple	No Contract	Collaboration with Juvenile Probation Office
Public Health	2301 South 4J Road Gillette, WY 82718	No Contract	Referrals as necessary
Gillette Abuse Refuge Foundation (GARF)	910 E. 3rd Street #1 Gillette, WY 82716	No Contract	Domestic violence services Referrals as necessary
Buffalo Dental Clinic	915 W Fetterman St. #1 Buffalo, WY 82834	No Contract	Dentistry for Adult Medicaid Users
Campbell County Health	501 South Burma Ave. Gillette, WY 82716	No Contract	Walk-In Clinic, Emergency Room, Behavioral Health and Medication consultations
CCSD - Kid Clinic	800 Butler-Spaeth Rd. Gillette, WY 82716	No Contract	Provides Substance Use Evaluations, Referrals as necessary

University of Wyoming – Extension Office	412 S. Gillette Ave. Gillette, WY 82716	No Contract	Sensible Nutrition, Budgeting, and other Classes and Training
Woman’s Resource Center	706 W. 8th St. Gillette, WY 82716	No Contract	Medical

Mental health provider contact information: Add rows as needed.

Name of Treatment Provider(s) or Contractors	Address	Duration of current contract (start/end dates)	Total \$ Amount of Contract	Certification Expiration Date if Applicable	National Accreditation Expiration Date if Applicable
Counseling Connections	707 W. 8th Street Gillette, WY 82716 (307) 685-8255	7/1/2020 through 6/30/2021	\$53,747.70	Wyoming License #1007 Expires- 9/24/2021	NBCC Accreditation Expires- 9/30/2021

Section 14. Assurances

Review all assurances and make sure the required attachments (Attachment A and match fund letters) are provided with this application. **Type initials in the boxes below.**

1. This application was reviewed and approved by the Program Team and the representative from the Governing Body: **JL Jr.**
2. All attachments (application, matching funds letters, Attachment A, Contracts or MOUs) were reviewed and approved by the Program Team and the representative from the Governing Body: **JL Jr.**
3. Indicate here if the program would like a 10-minute phone call with the funding panel that will be held in March 2021, between 9:00am and 1:00pm and who will be present for the call. Date to be determined and will be provided to programs via email. Specific times will be determined after all applications are submitted. This is optional and allows you an opportunity to highlight progress in your program or circumstances influencing your funding request. **JL Jr.**

Section 15. List of Required Attachments

1. Letters from the agency or agencies that committed in-kind contributions and local match funds for the application year of FY22
2. Attachment A, Budget and Budget Justification

CST Program Annual Budget – FY2022

CST Program Name:		Campbell County Juvenile & Family Drug Court		CST Program Contact Title:		Coordinator	
Remit Payment To:				CST Program Email:		2045@ccojud.net	
CST Program Address:		500 South Gillette Avenue, Suite B600		CST Program Contact Phone:		307-682-0749	
CST Program City, State, Zip:		Gillette, WY 82716		CST Program Contact Fax:		307-681-4376	
CST Program Contact:		Jim Lyon, Jr.					

Funding Sources & Amounts	Requested State Funds	Local Funds	In-Kind	City & County Funds	Federal Funds	Program Participant Fees	Other State Funds/Salaries	Total Match & Other Funds Available to the CST Program
	REQUIRED MATCH DOLLARS							
ADMINISTRATIVE								
Salaries and Wages (Not including Treatment/Supervision)	\$17,302.99	\$5,787.63						\$5,787.63
Employee Benefits (Not including Treatment/Supervision)	\$16,706.47	\$5,568.82						\$5,568.82
Professional Services Fees (Please Specify)								\$0.00
Internet Service								\$0.00
Telephones/Cell Phone	\$700.00							\$0.00
Utilities								\$0.00
Vehicle Expenses/Maintenance								\$0.00
Office Supplies	\$2,000.00							\$0.00
Computer Hardware								\$0.00
Computer Software and/or Supplies								\$0.00
Photocopier								\$0.00
Postage								\$0.00
Advertising								\$0.00
Equipment Maintenance								\$0.00
Equipment Rental/Purchase								\$0.00
Office Space								\$0.00
Construction Costs								\$0.00
Grant Writing								\$0.00
Case Management System								\$0.00
Audit Costs		\$5,000.00						\$5,000.00
Professional Services Contract (Please Specify)								\$0.00
Program Evaluation								\$0.00
TRAVEL/TRAINING								
Travel In-State								\$0.00
Travel Out-of-State	\$4,000.00							\$0.00
Training Fees								\$0.00
Miscellaneous Meeting Expenses								\$0.00
Client Transportation								\$0.00
Community Training								\$0.00
TREATMENT/SUPERVISION								
Substance Abuse Treatment	\$68,219.63					\$2,350.00		\$2,350.00
Substance Abuse Treatment Salaries and Wages (if applicable)								\$0.00
Substance Abuse Treatment Employee Benefits (if applicable)								\$0.00
Mental Health and/or Other Counseling Services		\$41,157.25		\$19,000.00				\$60,157.25
Educational Program								\$0.00
Educational Materials								\$0.00
Drug Testing and Testing Supplies								\$0.00
Monitoring (Electronic)	\$2,000.00							\$0.00
Graduation and Incentives	\$2,000.00							\$0.00
Family Activities								\$0.00
National Accreditation								\$0.00
Other Program Materials								\$0.00
MISCELLANEOUS EXPENSES (Please Specify)								
A. Quality of Life Dollars	\$1,500.00							\$0.00
B. State Approved \$7500 for CARF								\$0.00
C. State UA Funding								\$0.00
Line Totals	\$144,429.00	\$57,493.70	\$0.00	\$19,000.00	\$0.00	\$2,350.00	\$0.00	\$78,843.70
Total State Funds Request	\$	144,429.00				Total Budget	\$	223,272.70
TOTAL MATCH USED AGAINST GRANT	\$	76,493.70				Match Fund Percentage		53%

Please only type in peach colored boxes.
Do not include federal funds or other state funds as match in the Budget or Budget Justification tabs.
*****DO NOT INCLUDE ANY INFORMATION ON MAGISTRATE FUNDING IN THE BUDGET OR BUDGET JUSTIFICATION TABS*****
 State and federal funds may not be used as match against this grant; they should be marked in the OTHER or FEDERAL FUNDS columns. LOCAL and IN-KIND FUNDS will be used to calculate match. Justify the budget in the Budget Justification tab.

CST Program Budget Justification -- FY2022

Date Last Updated: 1/12/2021	
Campbell County Juvenile & Family Drug Court	
500 South Gillette Avenue, Suite 8600	
Cost Description	Total Amount
ADMINISTRATIVE	
Salaries and Wages	\$23,070.53
Employee Benefits	\$22,275.29
Professional Services Fees (Please Specify)	
Internet Service	
Telephone/Cell Phone	\$700.00
Utilities	
Vehicle Expenses/Maintenance	
Office Supplies	\$2,000.00
Computer Hardware	
Computer Software and/or Supplies	
Photocopying	
Postage	
Advertising	
Equipment Maintenance	
Equipment Rental/Purchase	
Office Space	
Construction Costs	
Grant Writing	
Case Management System	
Audit Costs	\$5,000.00
Professional Services Contract (Please Specify)	
Program Evaluation	N/A - No funding has been allocated for a Program Evaluator in this year's budget. CST performed an evaluation in FY21.
Total Administrative	\$63,046.82
TRAVEL/TRAINING	
Travel In-State	
Travel Out-of-State	\$4,000.00
Training Fees	JFDC hopes to send at least two Program Team Member to the National Conference in FY22.
Miscellaneous Meeting Expenses	
Client Transportation	
Community Training	
Total Travel/Training	\$4,000.00
TREATMENT/SUPERVISION	
Substance Abuse Treatment	\$100,569.63
Salaries and Wages (if applicable)	
Employee Benefits (if applicable)	
Mental Health and/or Other Counseling Services	\$60,157.25
Educational Program	
Educational Materials	
Drug Testing and Testing Supplies	
Monitoring (Electronic)	\$2,000.00
Graduation and Incentives	\$2,000.00
Family Activities	
National Accreditation	
Other Program Materials	
Total Treatment/Supervision	\$164,726.88
MISCELLANEOUS	
A. Quality of Life Dollars	\$1,500.00
B. State Approved \$7500 for CARF	
C. State UA Funding	
Total Miscellaneous	\$1,500.00
TOTALS	\$223,272.70

Please set out what portion is state funds, match funds, and other funds, including federal grants. Justify what the budget will cover. Please explain the amount within each item as state funds, match funds, or any other funds. With applications due early this year, all budgets are estimates until finalized in June.

The Drug Court Assistant (DCA) is a full-time position working forty (40) hours per week, fifty-two (52) weeks per year. Half of the salary and benefits covered by the county. The amount requested in the state application for the DCA is \$23,070.53. \$12,362.90 of this amount will come from State funds, and \$5,787.63 will come from County match funds. The DCA is provided with regular County benefits, to include: Social Security at a rate of 7.65%, State Retirement at 17.62%, Worker's Compensation, Dental and Medical premiums. These amounts will be taken out of the State grant and County Match. The amount for the DCA is \$22,275.29, with \$16,706.47 coming from State funds and \$5,568.82 coming from County Match.

The amount requested in the State application for cellphone service is \$700.00. This cost is based on the group rate provided by the Juvenile Probation Office through Verizon Wireless.

The amount requested in the State application for supplies is \$2,000.00, with all of the \$2,000.00 coming from the State fund. JFDC typically purchases filing folders, writing utensils, paper, postage, etc. with these funds.

The DCA for JFDC enters most of the information into the CMS. This is provided for in their salary. The treatment provider is required to enter treatment information into the CMS. This is provided for in the contract amount. Case management services in the form of referral to outside agencies and facilitation in obtaining other necessary services is done by the JFDC Program Team.

Local Cash Match of \$5,000 is provided for in this year's budget for Auditing costs. The County uses Bonnen, Wolter, and Hermsdorf, LLP to perform their financial audits. They are located at 319 S. Gillette Ave., Floor 2, Gillette, WY 82716. Phone: 307-692-5250

N/A - No funding has been allocated for a Program Evaluator in this year's budget. CST performed an evaluation in FY21.

The substance abuse treatment line item covers all treatment tracks for the program participants (juvenile and young adults 18-21). The total requested in the State application is \$100,569.63. \$98,219.63 of this amount will come from State funds and \$2,350.00 from the Program Participant Fees.

The mental health treatment line item covers all treatment tracks for the program participants (juvenile and young adults 18-21). The total budgeted is \$60,157.25, with \$19,785.25 coming from County Match, \$31,372.00 coming from the County Gaming Commission Funds, \$9,000.00 coming from County 1% funds, and the remaining \$10,000.00 coming from City 1% funds.

The total budgeted for GPS monitoring is \$2000.00, with the full amount covered by State Funds. GPS Monitoring services are provided by Sentinel Services, Inc. Their mailing address is 1290 N. Hancock St. Suite 103, Anaheim, CA 92807. Phone: 1-848-483-1560.

The total budgeted for graduation and incentives is \$2,000.00, with the full amount covered by State Funds. Graduation supplies include a graduation plaque, a gift ranging from \$20-\$50, cake, beverages, and utensils. It is anticipated that 5 participants will graduate this year. Both intangible and tangible incentives are given. Tangible incentives include fuel vouchers, movie theater passes, entertainment vouchers, food certificates, etc., ranging from \$10-\$40.

The total amount requested in the State application is \$1,500.00. These monies will be utilized for psychological evaluations, medical services, Rec Center passes, gas cards, emergency food and/or housing, or other one-time emergency provisions.

Adjust the row height to make all wrapped text visible

1. Select the cell or range for which you want to adjust the row height.

2. On the Home tab in the Cells group, click Format

3. Under Cell Size, do one of the following:

• To automatically adjust the row height, click AutoFit Row Height.

• To specify a fixed height, click Row Height and then type the row height that you want in the Row height box.

Tip: You can also drag the bottom border of the row in the Row Height box to a wrapped text.

**OFFICE**

500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

Carol J. Seeger
Executive Director of Administration

BOARD OF COMMISSIONERS

Robert Maul, Chairman
Rusty Bell
D.G. Reardon
Del Shelstad
Colleen Faber

January 11, 2021

Court Supervised Treatment Program
Att: Alicia Johnson, CST Program Manager
Wyoming Department of Health
Behavioral Health Division
6101 Yellowstone Rd., Ste. 220
Cheyenne, WY 82002

RE: Campbell County Juvenile & Family Treatment Court
Fiscal Year 2021/2022 Grant Application

Dear Ms. Johnson:

This letter is written to confirm the Board of Campbell County Commissions continued support for the Juvenile and Family Treatment Court program.

In addition to the cash match commitment as referenced in the grant application, Campbell County continues to support the program by providing the below referenced in-kind services.

Campbell County provides roughly 4,500 square feet of space in the Courthouse dedicated to providing juvenile probation and treatment court services. The current lease rate for downtown office space ranges from \$15 per square foot up to \$18 per square foot. Utilizing the lowest rate of \$15 per square foot places the value of the office space provided at \$67,500.

In addition, general utilities such as heating, cooling, electricity and trash services are provided along with telephone, internet and computer software services with a value of a minimum of \$1,500.

Based upon the foregoing, the in-kind value of services provided to the Adult Treatment Court by Campbell County is conservatively valued at \$69,000.

Thank you for your past support of our program and if I can be of further assistance, please do not hesitate to contact me.

Sincerely,

Carol Seeger
Executive Director of Administration

Campbell County
Juvenile & Family Drug Court

500 South Gillette Avenue, Suite B600
Gillette, Wyoming 82716
(307) 682-0746 FAX: (307) 687-6378

Kimberly Hoff, Magistrate

January 8, 2021

Alicia Johnson, CST Program Manager
Ashley Gregorio, Treatment Services Specialist
Behavioral Health Division
Wyoming Department of Health
CSTProgram@wyo.gov

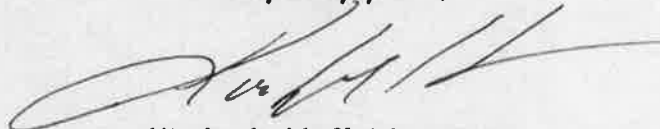
Dear Ms. Johnson and Ms. Gregorio,

As the Juvenile & Family Drug Court ("JFDC") judge, I anticipate that in FY 2022 (July 1, 2021 – June 30, 2022) I will dedicate approximately 172 hours to the operation of the JFDC program. According to the current JFDC program manual, my responsibilities as judge are to:

- Participate as an active member of the JFDC program team and as member and chairperson of the management committee.
- Preside over weekly court sessions.
- Assume the primary role to motivate and monitor the juvenile and young adult participants and their family members who appear before the JFDC.
- Provide individualized positive reinforcement to participants as warranted, given the overall goal of recovery.
- Impose appropriate individualized sanctions for failure to comply with program rules, given the overall goal of recovery.
- Participate in weekly staffing with the program team, review cases prior to court, and consider incentives and sanctions as recommended by the team.
- Ensure a cooperative atmosphere for the program team.
- Make final determination as to the incentive, sanction, or therapeutic intervention to be imposed during weekly court session.
- Complete required continuing education as established by the Department of Health and provide documentation of attendance.
- Be available for any emergencies which may arise or have an accessible substitute.

If you should have any questions, you may contact me at 307-686-8517.

Very truly yours,



Kimberly Hoff, Magistrate



Campbell County and Prosecuting Attorney's Office

500 South Gillette Avenue, Suite B200

Gillette, WY 82716

Phone: (307) 682-4310

Fax: (307) 687-6441

County Attorney
Mitchell H. Damsky

Chief Deputy Attorney
Nathan J. Henkes

Deputy Attorneys
Charlene Edwards
Daniel E. Reade
Kyle A. Ferris
Steven K. McManamen
Corinne Miller
Emily S. Simper
Greg Steward

January 6, 2021

Alicia Johnson, CST Program Manager
Court Supervised Treatment Programs
Behavioral Health Division
Department of Health
CSTProgram@wyo.gov

RE: In-kind Contributions for FY 2021

Dear Ms. Johnson,

As the prosecuting attorney for Juvenile & Family Drug Court (JFDC), I expect I will dedicate 11% of my total time to the operation of the JFDC Program for fiscal year 2022. My responsibilities as Prosecutor are to:

1. Help in identifying potential participants using JFDC eligibility requirements.
2. Notify the Court when a participant has a serious violation while in JFDC, which could result in further criminal prosecution, whether additional criminal charges are forthcoming or whether prosecution will be waived, in order to protect due process rights and to determine whether disclosure by participant is appropriate in open court.
3. Provide leadership and direction to ensure compliance with all statutory and contractual obligations.
4. Participate in weekly staffing with the JFDC Team reviewing cases for upcoming court and implement any treatment or probation changes or sanctions the Team thinks necessary.
5. Participate as an active member of the Juvenile & Family Drug Court Team and Management Committee.
6. Draft contracts, policy, and other program documents necessary for the operation of the JFDC Program.

Sincerely,

Charlene Edwards
Deputy County and Prosecuting Attorney
Juvenile & Family Drug Court

LIBERTY LAW OFFICES PC

J. Craig Abraham

Attorney at Law

Post Office Box 1208

Gillette, Wyoming 82717-1208

youcallthatjustice@hotmail.com

Phone (307) 257-8381

Cell (307) 689-1328

Fax (307) 257-8322

January 11, 2021

Campbell County Board of Commissioners

Re: In Kind Letter

Dear Gentleperson(s):

I have been asked to provide documentation as to the time and services that I spend with the juvenile drug court program here in Campbell County.

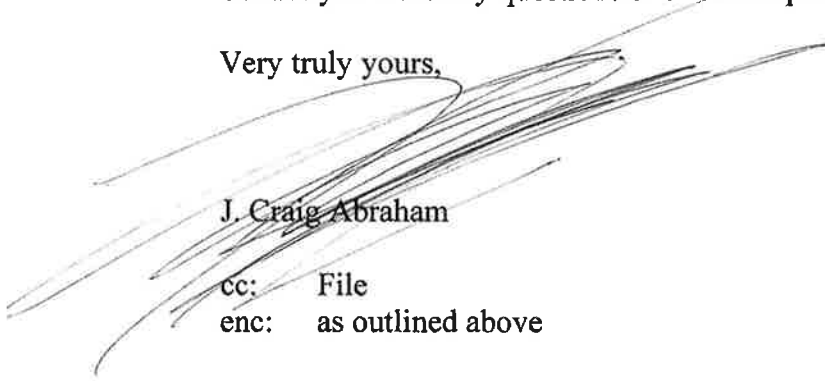
I bill my time at Two Hundred Dollars (\$200.00) per hour, and I bill my assistant's time at Thirty Five (\$35.00) per hour. I charge Ten Cents (\$0.10) per page for copies, and postage at cost.

My duties with the Drug Court program call for Two (2) hours weekly (an hour for staffing and an hour for court), One (1) hour a month for board meetings, and meeting with participants to go over constitutional rights and waivers which takes approximately an hour per participant. When there is an admissions meeting I am expected to participate, and those meetings generally take less than Thirty (30) minutes.

There are some weeks that my schedule will not permit me to attend staffing, court or both. There are also some months I cannot attend board meetings, and I do miss some admission meetings. I have not kept track of the amount of time I spend with the juvenile drug court program, but I would estimate it to be average out at approximately Eight (8) or Nine (9) hours per month. I have not tracked copies, but I would estimate that to be very minimal.

Should you have any questions or concerns please do not hesitate to advise.

Very truly yours,



J. Craig Abraham

cc: File

enc: as outlined above

Campbell County Juvenile & Family Drug Court

500 South Gillette Avenue, Suite B600
Gillette, Wyoming 82716
(307) 682-0746 FAX: (307) 687-6378

Kimberly Hoff, Magistrate
State of Wyoming, Sixth Judicial District

Drug Court Coordinator
Jim Lyon Jr.

Deputy County Attorney
Charlene Edwards

Intensive Supervision Probation Officer
JR Bailey

January 7, 2021

Alicia Johnson, CST Program Manager
Ashley Gregorio, Treatment Services Specialist
Joy Segal, Community Treatment Services Unit Manager
Court Supervised Treatment Programs
Behavior Health Division
Wyoming Department of Health
6101 Yellowstone, Ste 220
Cheyenne, WY 82002

RE: In-Kind Contributions for FY22

To Whom it May Concern:

As the Director of Campbell County Juvenile Probation, as well as the Juvenile & Family Drug Court and Youth Intervention Track Coordinator, I anticipate that in FY21 I will dedicate 60% of my total time to the operation of the JFDC / YIT Program. My responsibilities as Coordinator are to:

- Assist the Juvenile & Family Drug Court / YIT Team with the monitoring and evaluation of Juvenile & Family Drug Court / YIT when appropriate.
- Serve as the fiscal contact and will be responsible for the submission of all reports. Assist in seeking funding sources, respond to grant applications, implement and monitor grant funds and provide fiscal, narrative and statistical information as required by the funding source to ensure the ongoing operation of the Juvenile & Family Drug Court / YIT.
- Provide quality assurance and oversight by conducting individual meetings with members of the Juvenile & Family Drug Court /YIT Team and Board.

- Be responsible for the preparation of an annual report to include number of participants, graduates, recidivism rates, changes in the Program, etc.
- Actively represent the Juvenile & Family Drug Court / YIT in the community and appear before governmental agencies, public commissions, legislative hearings, public forums, and the media.
- Provide direct supervision of the Intensive Supervision Probation Officer and the Drug Court Assistant through weekly consultation.
- Assume the duties and responsibilities of the Intensive Supervision Probation Officer in his absence.
- The Coordinator, along with the Drug Court Assistant, shall utilize an integrated network for collecting data and reporting on participants in the Juvenile & Family Drug Court Program / YIT and the control groups.
- The Coordinator will assist in assessment of suitability for the Drug Court Treatment Program and make specific recommendations relating to case management needs of the participant.
- Will participate as an active member of the Juvenile & Family Drug Court /YIT Team and Board.

During FY22, I anticipate I will dedicate 60% of my total time to the operation of the JFDC /YIT Program.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jim Lyon, Jr.", is positioned above the printed name.

Jim Lyon, Jr., M.S.

Director, Campbell County Juvenile Probation
and
Coordinator, Campbell County
Juvenile & Family Drug Court



1000 W Eighth Street; PO Box 3033; Gillette, WY 82717-3033
Phone (307) 687-4566 - Fax (307) 682-6619

January 7, 2021

Alicia Johnson, CST Program Manager
Ashley Gregorio, Treatment Services Specialist
Joy Segal, Community Treatment Services Unit Manager
Court Supervised Treatment Programs
Behavioral Health Division
Wyoming Department of Health
CSTProgram@wyo.gov

RE: In Kind Contributions for FY22

To Whom It May Concern:

As the Campbell County School District representative to the Juvenile & Family Drug Court Board and Treatment Team, I anticipate I will dedicate approximately 90 hours with the team for the fiscal year 2021/2022. My responsibilities as a representative of the Campbell County School District are as follows:

- The School District will facilitate dissemination of educational student data and provide information to the Team regarding a student's academic progress.
- The School District will coordinate ancillary, educational, training service between Juvenile & Family Drug Court and school representatives.
- The School District will participate as an active member of the Juvenile & Family Drug Court Team and Board.

Respectfully,

Heidi Phipps





**CAMPBELL COUNTY
SHERIFF'S OFFICE**
SCOTT MATHENY, SHERIFF

Alicia Johnson, CST Program Manager

Ashley Gregorio, Treatment Service Specialist

Joy, Segal, Community Treatment Services Unit Manager

Court Supervised Treatment Programs

Wyoming Department of Health

Dear Alicia:

As a volunteer from the Campbell County Sheriff Department, I anticipate that in the FY21, I will dedicate 95% of my total time to the operation of the Juvenile & Family Court/Youth Intervention Track Program. My responsibilities as a JFDC staff member are to:

- Assist the Juvenile & Family Drug Court Team with the monitoring and evaluation of Juvenile & Family Drug Court when appropriate.
- Assist with Bailiff services by transporting the Juvenile & Family Drug Court/Youth Intervention Track participant, who are incarcerated, to court hearings.
- Assist the Juvenile Probation Officer with drug screen, home visits, as necessary and provide a private room in which the treatment provider can conduct clinical assessments, while a participant is incarcerated.
- Assist in maintaining order within the court and serve bench warrants for participants who violate agreements.

During FY21, I anticipate I will dedicate 95% of my total time to the operation of the Juvenile & Family Drug Court/Youth Intervention Track.

Sincerely,

Sgt Rita Jordan

Campbell County Sheriff Department





WYOMING DEPARTMENT OF FAMILY SERVICES

Safe at home • Supporting the people who support the families • Opportunities for success

January 7, 2021

Alicia Johnson, CST Program Manager
Court Supervised Treatment Programs
Behavioral Health Services
Wyoming Department of Health

RE: In-kind Contributions for FY22

To Whom It May Concern,

As a Juvenile Family Drug Court (JFDC) Board Member, I anticipate that in FY22 I will dedicate 2% of my total time to the operations of the JFDC program. My responsibilities as a JFDC Board Member are:

1. Promote and improve public relations for the program.
2. Participate as an active member of the Juvenile Family Drug Court/Youth Management Committee.
3. Participate on the Admissions Committee for Juvenile Family Drug Court/Youth Management Intervention Track.

Sincerely,

Bonnie H. Volk
District 6 Manager
Department of Family Services



310 S. Miller Ave. Suite G * PO Box 754 * Gillette, WY 82717 * 307-686-1189 * Fax: 307-682-8649

January 7, 2021

CST Program Manager
Court Supervised Treatment Programs
Behavioral Health Division
Wyoming Department of Health
6101 Yellowstone, STE 200
Cheyenne, WY 82002

RE: In-kind Contributions for FY21

Dear Ms. Johnson and Ms. Gregorio:

As the agency Executive Director, for Campbell County Juvenile & Family Drug Court treatment provider, my responsibilities are to:

- Provide administrative supervision to all staff responsible for providing direct client treatment services.
- Assist the Juvenile & Family Drug Court Team with the monitoring and evaluation of Juvenile & Family Drug Court when appropriate.
- Complete invoicing, insurance billing and inputting data into Five Point, within 72 hours of services provided.
- Attend all Juvenile & Family Drug Court Board, and other related meetings.
- Ensure compliance with all State Rules and Regulations regarding the Drug Court Treatment.

During FY21, I anticipate I will dedicate 18% of my total time to the operation of the JFDC program.

Sincerely,

Donna Morgan
Executive Director

P.O. Box 2151
905 North Gurley Ave.
Gillette, WY 82716



307-686-0669
Fax: 307-686-2121

January 8, 2021

Alicia Johnson, CST Program Manager
Ashley Gregorio, Treatment Services Specialist
Joy Segal, Community Treatment Services Unit Manager
Court Supervised Treatment Programs
Behavioral Health Division
Wyoming Department of Health
CSTPrograms@wyo.gov

RE: In-kind Contributions for FY21

Dear Ms. Johnson and Ms. Gregorio:

As the Juvenile & Family Drug Court Community Representative Board Member, from 7/1/2021 to June 30, 2022 I anticipate I will dedicate .75% of my hours to the operation of the JFDC Program.

I will participate as an active member of the Juvenile & Family Drug Court Board and as a board member I will:

- * Participate in establishing eligibility criteria and treatment levels for clients.
- * Provide leadership and guidance to ensure compliance with all statutory guidelines.
- * Ensure expedited treatment progress and facilitates prompt reporting to JFDC.
- * Provide Public Relations/Promotions of program.

The Y.E.S. House also provides H.O.P.E. Nurturing parenting classes for any Juvenile & Family Drug Court Participants. Our staff provide approximately 72 hours of In-Kind contribution.

Respectfully Submitted,

Sherilyn England
Executive Director
Y.E.S. House

January 7, 2021

State Drug Court Coordinator
Wyoming Department of Health
Substance Abuse Division
6101 Yellowstone, Suite 220
Cheyenne, WY 82002

RE: In Kind Contributions FY21

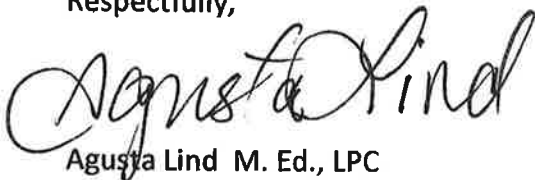
To: Whom It May Concern:

As a representative to the JFDC Board, from August 2020 to January 2021, I have dedicated approximately eight (8) hours to the operation of the JCDC Board and Juvenile Court. From February 2021 to January 2022, I anticipate approximately fifteen (15) hours to the operation of the JCDC Board and Juvenile Court.

My responsibilities as a Youth Advocate and member of the JFDC board team include the following:

- Provide information regarding community and state resources to enhance youth success.
- Participate as an active member of the JFDC Board, to encourage and assist in Board matters.

Respectfully,

A handwritten signature in cursive script that reads "Augusta Lind". The signature is written in black ink and is positioned above the printed name.

Augusta Lind M. Ed., LPC

January 8, 2021

Alicia Johnson, CST Program Manager
Ashley Gregorio, Treatment Services Specialist
Joy Segal, Community Treatment Services Unit Manager
Court Supervised Treatment Programs
Behavioral Health Division
Wyoming Department of Health
CSTProgram@wyo.gov

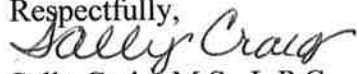
Re: In Kind Contributions FY21

To: Whom It May Concern

As a representative to the JFDC Board, from January 2020 to January 2021, I will have dedicated approximately twenty hours to the operation of the JCDC Board and Juvenile Court. From January 2021 to January 2022, I anticipate approximately twenty to the board meetings and admissions. My responsibilities as a Substance Use Treatment Representative include the following:

- Serve on the Management Committee
- Serve on the Admission Committee
- Provide input and information relating to best practices for addressing substance use disorders.
- Assist in assessment of a potential participant's suitability for the program and make recommendations relating to case management needs.
- Perform all general duties outlined in Appendix A: Memorandum of Understanding, Paragraph 8, Expectations of Partner Agencies

Respectfully,



Sally Craig, M.S., L.P.C.

The following page(s) contain the backup material for Agenda Item: [9:35 Grant Procedure Policy](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

**OFFICE**

500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
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Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS

D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad
Colleen Faber

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab

RE: Grant Procedure Policy

DATE: 01/12/2021

Attached you will find a proposed Grant Procedure Policy. The County currently has a policy that is dated December 28, 1993. That policy requires a grant administration checklist to be filled out and attachment of all supporting documents but does not go into much more detail than that.

This proposed Grant Procedure Policy revises and expands upon that policy to include the steps in which the grant process should be completed by County Departments and subgrantees. This policy is needed to ensure that Campbell County is meeting Federal, State and Local guidelines, laws or regulations and Campbell County's purchasing and procurement policies, so that the County can continue to receive these grants. It is also needed to ensure the proper use and distribution of grant funds. Additionally, it will simplify the end of year audit process.

Bethany Raab will be presenting this policy.

Thank you!



GRANT PROCEDURE POLICY

Grant Procedure Policy

Effective Date:	Approved by: Board of Commissioners
Adoption Date:	Chairman Signature:

Originally Adopted August of 1997; Revised December 28, 1993

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I. Introduction

A. Purpose

The purpose of this policy is to establish uniform and efficient procedures for the management of federal, state, local, and private grants provided to or by Campbell County. Following these policies and procedures will help ensure compliance with all state and federal laws and regulations as well as Campbell County's Purchasing/Procurement Policy & Procedures; ensure the proper use and distribution of grant funds; and timely submission of required reports.

The grant policy applies to all grants received by or through Campbell County Government.

Sound management principles and practices are essential to the successful administration of grant-funded projects and are required in administering grants.

The Board of Campbell County Commissioners reserves all final authority governing the content and use of this handbook. The Board may add, revise, or modify this policy at any time. The head of each county department shall be responsible for ensuring that this policy is adhered to.

For purposes of this policy, the term "Grants" shall include all forms of financial assistance from federal, state, or local governments, businesses, non-profits, foundations, corporations, or other entities to transfer a thing of value (money, property, services, etc.) to or from Campbell County. Grants are for a public purpose of support or stimulation for the direct benefit or use of the Campbell County Government or external grantee.

B. Governing Laws and Regulations

The following laws and regulations cited govern the grants process for Campbell County. This list is not exhaustive, and other laws and regulations may be applicable, dependent upon the grant.

- Federal Grant and Cooperative Agreement Act of 1977, as incorporated in Title 31 Section 6304 of the U.S. Code.
- 2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, and 230 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (a.k.a. the Uniform Guidance) or Super Circular.
- Includes the former Single Audit Act of 1984 as amended in 1996.
- 2 CFR Part 200, Appendix XI, Compliance Supplement (updated annually).
- State requirements
- Campbell County Purchasing/Procurement Policy
- Personnel Guidelines.
- Any other relevant law, rules, regulations or requirements.

II. GRANT APPLICATION PROCEDURES

A. Grant Application

Preparing the application is the responsibility of the department or entity seeking the grant. All grant applications must be submitted and approved by the Board of Campbell County Commissioners before applying.

1. The Grant Specialist must be notified a minimum of 30 days before the grant application deadline, or as soon as the Applicant determines it intends to seek the grant.
2. The Grant Application Summary Request Form (attachment A and located on the County Intranet), the grant application (including **all** attachments) must be submitted to the Grant Specialist for review a minimum of seven (7) days before the date which the application is scheduled to be considered by the Board of County Commissioners.
3. When the application (including **all** attachments) is considered complete, the application will be submitted for consideration by the Board. The Applicant shall be prepared to present the application to the Board of Campbell County Commissioners.
4. Grants Specialist will enter the grant into the Grants Module in the Tyler/Munis accounting system. Grants Specialist will notify the department head that the grant has been entered into Tyler/Munis.
5. If the application is approved by the Board of Campbell County Commissioners, the Applicant shall be responsible for its submission. The Grant Specialist shall be identified as a point of contact on all financial grant-related matters.
6. Exceptions to the timing requirements set out in this section may be made in the discretion of the Board of Campbell County Commissioners.
7. Regarding federal and most state grants, it is important to remember that grant funds cannot be used to **supplant** any program or project, unless the grant specifically allows. Federal funds may be used to supplement existing funds for program activities and not replace those funds which have been appropriated for the same purpose. Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit.

III. GRANT CONTRACT/AMENDMENT PROCEDURES

A. Grant Contracts & Amendments

The terms and conditions established in the grant contract will be required to be adhered to, including but not limited to all regulatory and budgetary terms and conditions prescribed by the grant contract. All grant contracts must be submitted to the Board of Campbell County Commissioners for consideration of approval.

1. The Grant Specialist shall receive a copy of the Notice of Award issued by the granting agency.
2. The Applicant shall review the grant contract and submit to the Grant Specialist for review a minimum of ten (10) days prior to submitting it to the Board for consideration

for approval. The Grant Specialist will seek additional review from the Department of Human Resources/Risk Management and legal review as needed. The Applicant is responsible for obtaining any revisions requested to the contract from the granting agency.

3. The Grant Specialist shall enter the information into the Tyler/Munis account to reflect the award amount. The Grant Specialist will notify the Applicant that the grant can be entered into the system as a project for its department. After the project is entered, the Grants Specialist will ensure the project is linked to the grant in the system.
4. The Applicant shall be prepared to present the contract to the Board of Campbell County Commissioners. If the contract is approved by the Board of Campbell County Commissioners, the Applicant shall be responsible for its submission to the granting agency.
5. The Applicant is responsible for ensuring the Grants Specialist received a fully executed copy of the grant agreement. Grant agreement and supporting documents will be kept in a file maintained by the Grants Specialist.
6. The Grant Specialist will track all grant expenditures, revenues, budget, and amendments for each grant.

IV. GRANT BUDGET

A. Grant Budget & Monitoring

Regular and systematic monitoring and control of the budget assures that project resources will support all activities and deliverables through the life of the project so that the project's goals and objectives can be achieved. The budget monitoring cycle on grants is completed by the Grant Specialist in conjunction with the Applicant and any program support. The Grants Specialist will review the proposed budget submitted in the grant application to ensure that it is complete, appropriate, and understandable. The final approved budget will be included in Campbell County's financial accounting system and added to the fiscal year budget.

1. During the annual budget process, each department will prepare a Grant Budget Worksheet (located on the County Intranet), identifying all carryover, awarded, and anticipated grants for each known and anticipated grant for the upcoming fiscal year. The proposed budget will identify all expenditure accounts and proposed budget amounts. Any Grant budget worksheets with missing or incomplete information will be sent back to the department for revisions.
2. Cash matching funds (if required) shall be budgeted in the budget of the department requesting the grant funding unless the cash match will be provided by the Board of Campbell County Commissioners.
3. Modification or reallocation of grant funds shall be provided to the Grant Specialist. A completed Grant Budget Amendment Form (attachment B and located on the County Intranet) and written approval from the granting agency must be submitted to the Grant Specialist.
4. Upon review, the Grant Specialist shall submit the budget amendment to the Campbell

County Clerk's Office for processing.

V. ADMINISTRATION OF GRANT

A. Grant Purchases

All grant purchases are required to adhere to Campbell County's Purchasing/Procurement Policy & Procedures as well as federal, state, or Grantor regulations.

1. All purchases with grant funds should be reasonable and necessary. A review of the grant should be done to confirm that a purchase is authorized prior to purchase. *The following table provides an example of common expenses that may not be allowed or require prior approval before purchase. The table is not all-inclusive rather illustrative.* If the Applicant has questions concerning whether an expense is allowed under the grant, the Grant Specialist should be contacted prior to purchase. For items that require approval prior to purchase, the appropriate form shall be completed (Grant Travel Request and Report Form attachment C and found on the County Intranet) and submitted to the Grant Specialist five (5) business days in advance of the intended purchase date.

Cost Category	Description	Requirement
Alcoholic Beverages	Typically Not Allowed	
Conferences/Workshop/Training	Typically Allowed with Prior Approval	Grant Travel Request and Report Form
Entertainment Costs	Typically Not Allowed	
Goods or Services for Personal Use	Typically Not Allowed	
Lobbying	Typically Not Allowed	
Purchases over \$3,000.00	Allowed with Prior Approval	Follow Campbell County's Purchasing/Procurement Policy & Procedures

B. Expenditures

All grant purchases shall comply with the following requirements.

1. Grant funds may only be used for grant-related expenses and expended within the period of performance identified in the grant contract. Costs incurred before a fully executed contract will not be allowed unless specified as allowable in the grant contract.
2. The Applicant is responsible for the proper coding and preparation of the order of purchase.
3. Copies of orders of purchase shall be provided to the Grant Specialist for review.
4. Irregularities in orders of purchase will be addressed by the Grant Specialist in consult with the Applicant.
5. All grant reimbursement requests will be reviewed and approved by the Grant Specialist before submission to the Grantor. Reimbursement requests and purchase orders must

be submitted to the Grant Specialist at least three business days before the due date to the Grantor. Exceptions may be made at the discretion of the Grant Specialist.

6. Once the reimbursement request has been approved by the Grant Specialist, the Applicant shall forward the approved reimbursement request to the Grantor.
7. **ALL** purchases over the amount of \$3,000 must be reviewed by the Grant Specialist or its designee to ensure that costs are reasonable and allowable before the purchase.
8. Incorrectly posted charges to grant-funded projects must be addressed with the assistance of the Grant Specialist. A completed Grant Line Item Transfer Form (attachment D and found on the County Intranet) must be submitted to the Grant Specialist who will forward to the Clerk's Office.
9. All expenses identified and charged to the grant must be before 06/30 of each year. Any prior year expenses will not be allowed after the closing of the fiscal year.
10. **DO NOT DUMP MONEY AT THE LAST MINUTE TO SPEND DOWN A GRANT.**

C. Revenues

The Grant Specialist will receive, code, and process all revenues received for grants upon receipt. The Grant Specialist will provide a copy of all receipted revenues to the Applicant or program staff as agreed upon.

D. Grant Files

A file will be created and maintained by the Grant Specialist for each grant approved and received by Campbell County, which shall include all documents, records, reports necessary to be kept. The Applicant will retain copies of all programmatic documents, including monthly/quarterly/annual reports, and proof of completed deliverables as specified by the contract and made available to the Grant Specialist as needed.

The Applicant shall provide copies of any site visit or desk audit documentation; or other funding-related correspondence or documentation that has been submitted to the Grantor.

E. Grant Reporting

Applicant shall complete all financial and performance reporting requirements for each grant in coordination with the Grant Specialist.

F. Closing out the Grant

Grants are considered complete when all work set out in the grant contract has been performed or on the identified date the grant is scheduled to end. If a supplemental grant or no-cost extension is obtained, the grant is not closed out. Preparation for closeout usually begins 60 to 90 days before the end date of the grant.

1. All funds should be drawn down by the end date of the grant agreement. Do not incur bills after the grant period has lapsed unless the grant specifically allows. Invoices that cross over fiscal years WILL NOT be processed.

G. Grant Modification, Extension, OR Cancellation

During a grant's lifetime, there are times when changes are necessary. Most of these changes,

typically called grant amendments, are allowable, but it is important to follow the procedures written in the grant contract or the guidelines provided by the Grantor. These changes must be pre-approved by the Grantor before they are considered eligible. Any grant modifications and extensions must be coordinated through the Grant Specialist before contacting the Grantor.

H. Grant Modifications

1. Written confirmation from the Grantor is necessary before any money is spent on items that differ from the originally approved budget. Project activities that deviate from those initially proposed in the grant application shall be documented and receive prior approval from the Grantor before instituting these changes.
2. Copies of any budget amendments or similar documentation affecting the grant budget shall be sent to the Clerk's Office upon approval from the Grantor and Grant Specialist.

I. Extensions

1. Most grants allow for at least a one-time extension to complete a project, if necessary. These requests must be documented, and written approval must be received from the Grantor, usually in the form of a grant amendment/modification.
2. All modifications must follow the grant contract amendment procedures.
3. Copies of these extension approvals affecting the grant budget shall be sent to the Clerk's Office upon approval from the Grantor and Grant Specialist.

J. Grant Audit

Campbell County typically receives more than \$750,000 in federal funds and as such is subject to an annual audit. The audit is conducted to help determine whether resources have been safeguarded; funds have been expended in a manner consistent with related laws; regulations and policies have been followed and desired program results have been achieved. All Applicants shall cooperate fully in the completion of the audit.

1. Grant Specialist will maintain a full and accurate accounting of accrued expenses and revenue that are subject to audit.
2. Assist the auditor in all requests.
3. Make audit reports available to the general public within 30 days after completion of the audit and retain reports on file for three (3) years after their issuance.

ATTACHMENT A



Grant Application Summary Request Form

Please submit this form completed with your Grant Application to the Grants Specialist no later than seven business days before the intended scheduled Commissioners meeting.

Commissioner Meeting Date Preferred: _____

Grant Fiscal Year: _____ Period of Performance: _____

Grant Project Name: _____

Funding Agency: _____

CFDA #: _____ Circle One: Reimbursement grant or Funded in advance

Circle all that apply: FEDERAL/ STATE/ LOCAL/ OTHER _____

Application Due Date to Funding Agency: _____

Campbell County Department Applying for Grant: _____

Grant Amount Request: _____ Business Unit where Grant is Budgeted: _____

Match Amount Request: _____ Match Sources: _____

Please describe the purpose of this grant and how this project relates to the departments mission and how this project will benefit Campbell County: _____

Describe your proposed project. What are your goals and outcomes and how they will be achieved? How will the project be sustained after the grant is over? _____

Office Use Only:

Grants Specialist Review: _____

Revisions Required: _____

Revisions Received: _____

Commissioner Approval Date: _____ Date Returned to Department: _____

ATTACHMENT B

[illegible]

ATTACHMENT C (2 Pages)



Grant Conference/Training/Travel Request and After Travel Report Form

****Please submit a copy of the agenda and approval from the granting agency with this form.****

Employee Name and Title: _____

Department Name: _____

Grant Funding Agency: _____

Location of Event: _____

Name of Event: _____

Dates of Event: _____

Date of Departure: _____ Date of Return: _____

Estimated Costs: refer to <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>
For Meal/Lodging Rates allowable.

Total Costs Day		Total Costs Per Trip
Registration Fee		
Mileage		
Airfare		
Lodging	Cost Per Night _____ x _____ nights	
Meals	GSA Approved Breakfast Rate _____	
	GSA Approved Lunch Rate _____	
	GSA Approved Dinner Rate _____	
	GSA Approved Travel Day Rate _____	
Other		
Other		
Total Estimated Costs		

Please describe the purpose served by attending this conference/training. What are the anticipated benefits to the County and the Granting Agency? _____

Is this training pre-approved/required by the granting agency? _____

Employee Signature: _____ Date: _____

Department Manager Signature: _____ Date: _____

After Travel Report Form

Please fill this section out upon the completion of the training or conference and submit to the Grants Specialist.

1. Describe the primary/major benefits gained from the training/conference:

2. Describe the new knowledge, skills or information acquired:

3. How did this training/conference apply to your current job and/or professional development?

4. What would you like others in your department to know about this training/conference, and how will you share the information and knowledge gained?

Employee Signature: _____ Date: _____

ATTACHMENT D

Grants Line Item Transfer Form

Fiscal Year Submitted For: _____

Fill out the form below with the proper account information. Obtain Department Manager's signature and submit the form to Grants Specialist for processing.

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name

Reason/Explanation for Transfer: _____

Approved By: Manager _____

The following page(s) contain the backup material for Agenda Item: [9:40 Resolution for Special Prosecution](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Resolution # _____
RESOLUTION FOR SPECIAL PROSECUTION

WHEREAS, the Campbell County and Prosecuting Attorney has entered into an agreement with the Wyoming Attorney General's Office that Jill Kucera, Senior Assistant Attorney General, Human Services Division, in and for the State of Wyoming, or other designee of the Wyoming Attorney General's Office, to represent Campbell County and to make, in their sole discretion, a proper disposition of all potential matters involving the termination of parental rights in the Interest of S.H. (11/16/2009), L.H. (04/05/2012), and H.H. (12/30/2016), Juvenile Case #5117 which the Campbell County Attorney's Office has a conflict of interest;

WHEREAS, Jill Kucera or other designee of the Wyoming Attorney General's Office will provide their services free of charge to Campbell County, however the Campbell County Attorney's Office shall reimburse for all costs and expenses.

WHEREAS, Wyoming Statute §18-3-302 authorizes said action and it benefits Campbell County.

THEREFORE, be it resolved that Jill Kucera or other designee of the Wyoming Attorney General's Office be authorized to act as a Special Deputy County Attorney when appointed by the Campbell County and Prosecuting Attorney in the termination of parental rights in the Interest of S.H. (11/16/2009), L.H. (04/05/2012), and H.H. (12/30/2016), Juvenile Case #5117.

DATED this _____ day of January, 2021.

**THE BOARD OF COUNTY COMMISSIONERS
CAMPBELL COUNTY, WYOMING**

Bob Maul, Chairman

Rusty Bell, Commissioner

Colleen Faber, Commissioner

Del Shelstad, Commissioner

DG Reardon, Commissioner

ATTEST: _____
Susan Saunders, Campbell County Clerk

STATE OF WYOMING

COUNTY OF CAMPBELL

**APPOINTMENT OF SPECIAL DEPUTY
CAMPBELL COUNTY AND PROSECUTING ATTORNEY**

KNOW ALL PERSONS BY THESE PRESENT:

That I, Mitchell H. Damsky, County and Prosecuting Attorney in and for Campbell County, State of Wyoming, pursuant to the authority granted me by the Board of Commissioners of Campbell County by Resolution No. _____, dated the _____ day of January, 2021, does hereby appoint Jill Kucera, Senior Assistant Attorney General, Human Services Division, or other designee of the Wyoming Attorney General's Office as Special Deputy County Attorney, in and for Campbell County, Wyoming, to represent Campbell County and to make, in their sole discretion, a proper disposition of all potential matters involving the termination of parental rights in the Interest of S.H. (11/16/2009), L.H. (04/05/2012), and H.H. (12/30/2016), Juvenile Case #5117, which occurred in Campbell County, Wyoming.

It is understood that said Special Deputy County Attorney shall not receive any fee for the services performed pursuant to this appointment; however, said Special Deputy County Attorney shall be reimbursed for all costs and expenses such Special Deputy County Attorney may incur in the course of performing such services.

DATED this _____ day of January, 2021.

MITCHELL H. DAMSKY – WSB No. 6-2737
County and Prosecuting Attorney
in and for Campbell County, Wyoming
500 South Gillette Avenue, Suite B200
Gillette, Wyoming 82716
Phone: (307) 682-4310 Fax: (307) 687-6441

The following page(s) contain the backup material for Agenda Item: [9:50 Dissolution of Antelope Valley Business Park II](#)

**OFFICE**

500 South Gillette Avenue
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Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS

Robert Maul, Chairman
Rusty Bell
D.G. Reardon
Del Shelstad
Colleen Faber

MEMORANDUM

TO: Board of Commissioners

FROM: Carol Seeger, Administrative Director

RE: Dissolution of the Antelope Valley Business Park II

DATE: January 19, 2021

Accompanying this memo please find a resolution initiating the dissolution of the above referenced improvement and service district and correspondence your office received from the Department of Audit.

As you can see from the Department of Audit letter, this action is being initiated because of a failure of the district to submit its annual report to the department and Wyoming law provides for the dissolution of any special district who does not provide the report by December 30.

The resolution will require three individuals to be appointed to serve as district directors for the purpose of dissolving the district. The law provides that members from the Board of County Commissioners may serve in the capacity as a special district director/trustee for this purpose.

Should you have questions, please let me know.



STATE OF WYOMING
DEPARTMENT OF AUDIT

PUBLIC FUNDS DIVISION
(307) 777-7798 Email: justin.chavez@wyo.gov

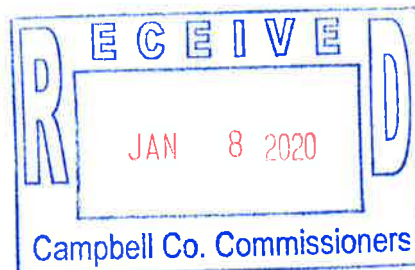
Mark Gordon
Governor

Fred Rife
Interim Director

Justin Chavez
Administrator

January 6, 2020

Campbell County Commissioners
500 S. Gillette Ave - Suite 1100
Gillette, WY 82717



Dear County Commissioners:

This is notice that the following entity, Antelope Valley Business Park II Improvement & Service District 25528 Genesee Trail Road Golden, CO 80401, has not filed its annual report with the Department of Audit as required in W.S. 9-1-507 (a) (vii). Per W.S. 9-1-507(j) (ii) we are notifying you of this entity's failure to comply with state statutes. W.S. 9-1-507(j) (ii) also states, "If the special district fails to file the required report on or before December 30 of that same year, the county commissioners shall seek to dissolve the special district in accordance with W.S. 22-29-401 et seq."

W.S. 22-29-401(b) states, "Dissolution of a district shall be initiated by resolution of the board of county commissioners if the director of the department of audit has notified the board of county commissioners of the district's failure to comply with the reporting requirements of W.S. 9-1-507 (a)(vii). The board of county commissioners shall declare the board of directors vacant under W.S. 22-29-201, and shall fill the board by appointment under W.S. 22-29-202 for the purpose of dissolving the district."

In order for the Department of Audit to maintain accurate records, please provide a status regarding the dissolution by May 1st, and provide a copy of the dissolution to our office.

If you have any questions, please do not hesitate to give us a call at (307)-777-7798 or via email at doa-pfd-web@wyo.gov.

Sincerely,

Justin Chavez, Administrator
Public Funds Division

cc: Antelope Valley Business Park II Improvement & Service District
Campbell County Clerk

**RESOLUTION FOR THE INITIATION OF THE DISSOLUTION OF THE
ANTELOPE VALLEY BUSINESS PARK II
IMPROVEMENT AND SERVICE DISTRICT**

RESOLUTION NO. _____

WHEREAS, Wyoming Statute 9-1-507 (j)(ii) requires a board of county commissioners to seek the dissolution of a special district in accordance with W.S. 22-29-401 et. seq. for failure to comply with legal reporting requirements; and

WHEREAS, the Wyoming Department has advised by letter dated January 6 that the Antelope Valley Business Park II has not filed its annual report as required by law and that dissolution proceedings should be initiated accordingly;

NOW, THEREFORE, IT IS RESOLVED that the Board of Campbell County Commissioners hereby declares the board of directors of the Antelope Valley Business Park II to be vacant in accordance with W.S. 22-29- 201(a)(ix) and _____, _____ and _____ are hereby appointed to act as directors for the Antelope Valley Business Park II Improvement and Service District for the sole purpose of acting as trustees to dissolve the district without benefit of election.

DATED THIS _____ day of January, 2021.

**BOARD OF COMMISSIONERS
IN AND FOR CAMPBELL COUNTY, WYOMING**

Robert Maul, Chairman

Attest:

Susan Saunders, Campbell County Clerk

The following page(s) contain the backup material for Agenda Item: [9:55 Commissioner Designated Board Liaisons](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

**Campbell County – Board of Commissioners
2021 Designated Liaison/Appointments**

Commissioner	Department/Board	When	Day	Time	Place
Bob Maul	Audit Committee	TBA	TBA	TBA	Commissioners Conference Room
	JP Public Land Board*	2 nd	Thursday	6:30 PM	CAM-PLEX
	Compensation Committee	TBA	TBA	TBA	GAMB
	WCCA Executive Committee	TBA	Qtrly/As Needed	TBA	Various Locations
	TBNG	TBA	TBA	TBA	Converse & Various Locations
Rusty Bell	CARE Board	2 nd	Monday	Noon	Commissioners Conference Room
	Public Health Board	3 rd	Thursday, Bi-monthly	7:00 PM	Public Health Conference Room
	Energy Capital ED*	3 rd	Thursday	7:00 AM	ECED Conference Room
	Local Revenue Estimating Group	TBA	TBA	TBA	Commissioners Conference Room
D.G. Reardon	JP Fire Board	2 nd	Wednesday	5:30 PM	Fire Station #1 Meeting Room
	Audit Committee	TBA	TBA	TBA	Commissioners Conference Room
	Conservation District	2 nd	Tuesday	4:00 PM	District Office
	Air Service Enhancement	TBA	TBA	TBA	Chambers
Del Shelstad	Adult Treatment Courts	3 rd	Wednesday	Noon	ATC Conference Room
	Local Revenue Estimating Group	TBA	TBA	TBA	Commissioners Conference Room
	Compensation Committee	TBA	TBA	TBA	GAMB
	Senor Center	4 th	Wednesday	9:00 AM	Senior Center
Colleen Faber	Child Support Authority*	3 rd	Wednesday	9:30 AM	Various Locations
	Juvenile & Family Drug Court*	3 rd	Tuesday	Noon	GAMB – Ponderosa Room
	NEWY	TBA	Saturday	8:00 AM	City & Various Locations
	CJSB*	2 nd	Tuesday	8:30 AM	GAMB – Ponderosa Room
	TBNG	TBA	TBA	TBA	Converse & Various Locations

*Two-year rotation

The following page(s) contain the backup material for Agenda Item: [10:00 Board Appointment, Corrections Board](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

IN THE SUPREME COURT, STATE OF WYOMING

OCTOBER TERM, A.D. 2020

IN THE MATTER OF THE APPOINTMENT OF
MEMBER OR MEMBERS TO THE CAMPBELL
COUNTY COMMUNITY CORRECTIONS BOARD

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IN THE SUPREME COURT
STATE OF WYOMING
FILED

JAN - 6 2021

Shawna Goetz
SHAWNA GOETZ, CLERK

ORDER APPOINTING MEMBER TO THE CAMPBELL COUNTY
COMMUNITY CORRECTIONS BOARD

THIS MATTER having come before the Court pursuant to the provisions of W.S. § 7-18-105(b)(i); and it being necessary to appoint a member to the Campbell County Community Corrections Board; it is therefore

ORDERED that the Honorable Stuart S. Healy III be, and hereby is, appointed to the Campbell County Community Corrections Board, to replace the Honorable Michael N. "Nick" Deegan, who retired on December 25, 2020; it is further

ORDERED that the Honorable Stuart S. Healy III be, and hereby is, appointed to serve a four-year term on the Campbell County Community Corrections Board.

DATED this 6th day of January 2021.

FOR THE COURT:

Michael K. Davis

MICHAEL K. DAVIS
CHIEF JUSTICE



The following page(s) contain the backup material for Agenda Item: [10:05 Wyoming Innovation Center \(WYIC\) Project Funding Request](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Bob Maul
Campbell County Commissioners
500 South Gillette Avenue, Suite 1100
Gillette, WY 82716

January 13, 2021

Dear Chairman Maul and Commissioners,

The Wyoming Innovation Center (WyIC) project is moving forward at a rapid pace. We started this project as an effort to support our local minerals industries and to diversify our economic future. Throughout this process, the County has been a partner and a leader in the effort.

In order to obtain the EDA grant, which ensured the project would be adequately funded, the EDA required that the City and County both commit to a local match to fund equipment purchased for the project. The Wyoming Business Council has provided most of the matching funds for the project in the form of a Business Ready Community grant in the amount of approximately \$1.5 million. However, the WBC BRC rules do not allow funding of equipment, thus the need for a local funding match.

In 2019, the County and the City committed to providing up to \$176,000.00 each when the time came to fund the equipment. At that time, the City set aside the money and their funding is secure and available. The County asked us to come and request the funding when the time was approaching that we would need the money for the equipment. The EDA has recently requested that we provide assurances that the funding is available and committed to the project. In order to provide that assurance, we need to have the County's funding secured and in place.

The purpose of my letter, and my appearance before you on January 19, 2021 is to request that \$176,000.00 be allocated for the local match portion of the equipment for the WyIC. This is a very important aspect of the project and your support and fulfillment of the previous commitment is critical to the continuation of the project.

Please contact me if you have any questions prior to my appearance on January 19, 2021

Sincerely,

A handwritten signature in blue ink that reads 'Phil Christopherson'.

Phil Christopherson,
CEO