AMENDED AGENDA

CAMPBELL COUNTY BOARD OF COMMISSIONERS

COLLEEN FABER, Chairman
DEL SHELSTAD
JIM FORD
BUTCH KNUTSON
KELLEY MCCREERY

SEPTEMBER 6, 2023

08:00 BOARD BRIEFING | 09:00 MEETING CALLED TO ORDER
PLEDGE OF ALLEGIANCE

CONSENT AGENDA

A. Consent Agenda

VOUCHERS

B. Vouchers

CALENDAR OF EVENTS

C. Commission Calendar

REGULAR BUSINESS

D.	9:05 Suicide Awareness Month Proclamation	Ashley McRae
E.	9:10 Contract for Services, Predator Management District	Kenda Ford/BJ Clark
F.	9:15 Contract for Services, Conservation District	Cheyenne Love
G.	9:20 Contract for Services, Second Chance Ministries	Jeannie Miller
H.	9:25 Contract for Services, Personal Frontiers	Kay Guire
I.	9:30 County Fleet Vehicle Bids	Tony Langone
J.	9:35 District Support Grant, Central Campbell County	Clark Melinkovich
K.	9:40 District Support Grant, Freedom Hills	Clark Melinkovich
L.	9:45 District Support Grant, Wild Horse Creek	Clark Melinkovich
M.	9:50 Museum Crosswalk Final Acceptance	Clark Melinkovich
N.	9:55 University of Wyoming Extension Annual Contribution Agreement	Brandy Elder
O.	10:00 Creation of Administration Services Manager Position, Sheriff's Office	Jane Glaser
P.	10:05 Wyoming Downs Mutual Release and Settlement Agreement	Chairman Faber
Q.	10:10 Wyoming Horse Racing Mutual Release and Settlement Agreement	Chairman Faber
R.	10:15 Board Appointment, Museum	Chairman Faber

*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.

PUBLIC COMMENT

S. 10:20 For the Good of the County*

T. 10:40 Commissioners Final Comments

WORKSHOP

U. 10:45 RoaDS Economic Development Incentive Program Sam Proffer

EXECUTIVE SESSION

V. 11:45 Wyoming Statute 16-4-405 Statutory Reasons for Executive Sessions
Personnel Matters

ADJOURN

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Consent Agenda

MINUTES
Board of Commissioners Directors Meeting, August 14, 2023
Board of Commissioners Regular Meeting, August 15, 2023
Board of Commissioners Parks & Recreation Board Meeting, August 28, 2023

CANCELLATION/REBATE OF TAXES
2021-231, 2021-232, 2021-233, 2021-234, 2021-239, 2021-240

AGREEMENTS
Amendment One to the Contract Between Wyoming Department of Family Services and Campbell County Commissioners regarding the Temporary Assistance for Needy Families Community Partnership Initiative (TANF CPI) to increase the total contract amount by $91,000 to $182,000, extend the term through September 30, 2024, and amend responsibilities of Campbell County.

TANF/CPI Subaward Agreements between Campbell County and Personal Frontiers $10,705.75, Youth Emergency Services $38,212.75, and CLIMB WY $16,705.75 for the period of October 1, 2023 to September 30, 2024.

Letter of Engagement between Thomas & Thomas LLC and Campbell County Board of Commissioners in connection with general civil legal advice.

LEASES & SOFTWARE SUBSCRIPTIONS
NCIC Correctional Communications Service Subscriber Agreement between Campbell County Sheriff's Office and NCIC Correctional Communications International Corp. dba NCIC Communications, effective October 1, 2023 for three (3) years with automatic renewal terms.

LINE ITEM TRANSFERS FY2022-2023
Adult Treatment Courts
Transfer $45.26 from 100015-62240 Medical Services to 100015-60200 Part-Time Regular

Clerk
Transfer $26,144.40 from 100022-61900 HSA Flex to 100022-61300 Deferred Comp

Commissioners
Transfer $61,088.88 from 100013-62260 Professional Services to 100011-61000 FICA/Medicare
Transfer $618.91 from 100013-62260 Professional Services to 100012-60100 Full Time–OT
Transfer $75,530.78 from 100013-62260 Professional Services to 100013-64150 Gasoline

Children's Developmental Services
Transfer $837.40 from 100701-62080 Gen Admin Public Relations to 100701-64150 Gen Admin Gasoline
Transfer $256.05 from 100701-60200 Gen Admin PT Salaries to 100701-60100 Gen Admin Full Time OT
Transfer $5,603.28 from 100701.61400 Gen Admin Retire to 100701-60005 Gen Admin Full

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Time Salaries
Transfer $11,775.05 from 310703-61000 Special Ed FICA to 310703-60005 Special Ed Full Time Salaries
Transfer $7,477.58 from 310703-61100 Special Ed WC to 310703-60005 Special Ed Full Time Salaries
Transfer $4,672.87 from 310704.60005 EHS Full Time Salaries to 310704.61500 EHS Insurance
Transfer $3,032.76 from 310704.60005 EHS Full Time Salaries to 310704-61100 EHS WC
Transfer $3,287.13 from 100701-61400 Gen Admin Retire to 100701-60005 Gen Admin Full Time Salaries
Transfer $2,251.36 from 100701-61400 Gen Amin Retire to 100701-61500 Gen Admin Insurance
Transfer $16,485.19 from 100701-61500 Gen Admin Insurance to 100701-60005 Gen Admin Full Time Salaries

Extension
Transfer $1,620.15 from 100102.62260 Professional Services to 100101-60200 Part Time – Regular

Fair
Transfer $1,760.80 from 100731-60200 Part-Time Regular to 100731-60005 Full-Time Regular
Transfer $2.22 from 100731-64000 Supplies to 100731-64150 Gasoline

Grants
Transfer $151.81 from 310015-61500 Insurance Benefits to 310015-60100 Full Time OT
Transfer $31.34 from 310015-61500 Insurance Benefits to 310015-61400 Retirement
Transfer $414.93 from 310402-61000 FICA/Medicare to 310402-60005 Full Time Regular
Transfer $1,157.89 from 310403-61900 HSAFLEX Enrollment to 310403-60005 Full Time Regular
Transfer $4,712.13 from 310403-67040 Federal Op to 310403-60005 Full Time Regular
Transfer $2,303.53 from 310403-61000 FICA/Medicare to 310403-61100 Worker's Comp
Transfer $2,303.53 from 310403-61000 FICA/Medicare to 310403-61100 Worker's Comp
Transfer $1,902.11 from 310403-61900 HSAFLEX Enrollment to 310403-61400 Retirement
Transfer $442.20 from 310403-61000 FICA/Medicare to 310403-61500 Insurance Benefits
Transfer $754.93 from 310404-67240 State Op to 310404-67040 Fed Op
Transfer $1,076.13 from 310311-67400 Other Grants-Unanticipated to 310404-67040 Fed Op
Transfer $423.34 310406-61000 FICA/Medicare to 310406-60005 Full Time Regular
Transfer $62.68 from 310406-61000 FICA/Medicare 310406-61100 Worker's Comp
Transfer $78.59 from 310406-61000 FICA/Medicare to 310406-61400 Retirement
Transfer $9,722.35 from 310406-67040 Federal OP to 310406-61500 Insurance Benefits

Library
Transfer $9,970.96 from 100713-60200 Part Time – Regular to 100713-60005 Full Time Regular
Transfer $5,690.85 from 100713-60200 Part Time – Regular to 100714-60005 Full Time

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Regular–Wright Branch
Transfer $140.28 from 100713-60200 Part Time – Regular to 100711-60100 Full Time Overtime

Parks & Recreation
Transfer $1,580.00 from 100776-64150 Gasoline to 100776-64200 Diesel

Public Health
Transfer $20.78 from 100407-60200 Part Time Regular Public Health Officer to 100407-61500 Insurance Benefits
Transfer $1,700.00 from 100407-64700 Medical Supplies to 100407-62580 Indigent Burials
Transfer $1,700.00 from 100407-64700 Medical Supplies to 100407-62580 Indigent Burials

Road & Bridge
Transfer $6,622.29 from 100141-64200 Diesel to 100141-64150 Gasoline

Sheriff
Transfer $43.68 from 100053-64700 Medical Supplies to 100053-60200 FICA/Medicare
Transfer $3.44 from 100053-64700 Medical Supplies to 100053-61000 FICA/Medicare
Transfer $8.13 from 100053-64700 Medical Supplies to 100053-61400 Retirement

LINE ITEM TRANSFERS FY2023-2024
Airport
Transfer $24,058.30 from 100751-61500 from Insurance Benefits to 100751-60005 FullTime Regular

Attorney
Transfer $6.12 from 100061-60005 Full Time Regular to 100061-60100 Full Time OT

Commissioners
Transfer $27,000.00 from 100013-66030 from Restricted Use Fund to 100015-67400 Project 013OPIOID-ADULT
Transfer $28,200.00 from 100013-66030 from Restricted Use Fund to 100401-67400 013OPIOID-PH
Coroner
Transfer $356.86 from 100091-60200 Part Time OT to 100091-64150 Gasoline

Extension Office
Transfer$1,612.62 from 100101-60200 Part TimeRegular to 100101-60005 Full TimeRegular
Transfer $165.26 from 100102-64150 Gasoline to 100101-64150 Gasoline

Library
Transfer $100.00 from 100713-64420 Project 71364420-CHILDREN-EBOOKFIC to Project 71364420-CHILDREN-EAUDIOFIC
Transfer $100.00 from 100713-64420 Project 71364420-YOUNGADULT-EAUDIOFIC to Project 71364420-YOUNGADULT-EBOOKFIC

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Parks & Recreation
Transfer $1,400.00 from 100774-64000 Supplies Project 770774-SUPPLIES-GENEQUIP to Project 770774-SUPPLIES-PAINTSUPP

Public Works
Transfer $845.44 from 100081-65000 Vehicle/Equip/Repr to 100081-64150 Gasoline
Transfer $15.05 from 100082-62220 Utilities to 100082-63260 Credit Card Handling Fees

Road & Bridge
Transfer $138,506.93 from 100141-60005 FT REG to 100141-64200 Diesel
Transfer $6,622.29 from 100141-60005 FT REG to 100141-64200 Diesel

PERSONNEL - JOB DESCRIPTIONS & POSITIONS
CAM-PLEX
Approval of addition of titles for the following job positions and descriptions: Administrative Assistant – Sales and Marketing, Grade 104; Grounds Maintenance Technician, Grade 107; HR Safety Generalist, Grade 109; Marketing Coordinator – CAM-PLEX, Grade 107; Finance Coordinator – CAM-PLEX, Grade 109.

Approval of the creation and classification of the following new positions: Community Engagement Director – CAM-PLEX, Grade 111; Community Engagement Coordinator – CAM-PLEX, Grade 106; Sales and Event Coordinator – CAM-PLEX, Grade 106; Technical Coordinator – CAM-PLEX, Grade 106.

Children's Developmental Services
Approval of the re-classification of the Instructional Assistant, Senior Position, updated job description with the repointing from a Grade 105 to 106 due to the additional abilities requirements and physical demands.

Clerk of District Court
Approval of the revisions for the following job descriptions: Deputy District Court Clerk, Chief; Deputy District Court Clerk I; Deputy District Court Clerk II; Deputy District Court Clerk III; Deputy District Court Clerk, Senior

Sheriff's Office
Approval of the re-classification of the Animal Control Officer, updated job description with the repointing from a Grade 105 to 106 due to the inclusion of the human collaboration skills and working conditions.

POSITION VACANCY JUSTIFICATIONS
Assessor's Office – Appraiser
Attorney's Office – Legal Assistant
Sheriff's Office – Custodian I
Road & Bridge – Senior Equipment Operator

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HAND WARRANTS

Verizon Wireless - Adult Drug Court	$145.74
Verizon Wireless - Public Health	$161.58
Verizon Wireless - Public Works	$605.02
Waste Connections of Wyoming	$418.75
Youth Emergency Services	$14,151.78
Campbell Cnty Treasurer	$12,888.41
Mitchell & McCormick Inc	$698.25
Personal Frontiers	$10,905.24
Porter, Muirhead, Cornia, & Howard	$4,836.00
Thomas & Thomas LLC	$1,842.50
Black Hills Energy	$1,357.88
Charter Communications	$1,240.33
City of Gillette	$22,921.34
Paintbrush Services	$143.00
Powder River Energy	$2,168.37
Waste Connections of Wyoming	$2,202.76
Wright Water & Sewer District	$215.00
WAG - Div of Criminal Investigations	$117.00
AT&T Mobility - Airport	$190.84
AT&T Mobility - Parks & Rec	$232.48
Black Hills Energy	$9,921.96
Centurylink	$127.64
Charter Communications	$809.39
City of Gillette	$73,549.17
Paintbrush Services	$1,395.00
Powder River Energy	$9,737.22
Verizon Wireless - Juvenile Probation	$248.85
Waste Connections of Wyoming	$1,369.86
Wright Water & Sewer District	$1,326.00
AT&T - CDS	$127.16
Black Hills Energy	$2,834.58
Campco Federal Credit Union	$150.00
Circuit Count of Campbell Cnty	$292.33
Campbell Cnty Clerk Tax Acct	$300,298.43
Campbell Cnty Treasurer - FLX/HSA	$41,370.77
Centurylink	$7,437.75
City of Gillette	$26,788.17
Great West Trust Company	$28,028.00
Paintbrush Services	$1,210.00
Powder River Energy	$821.31
Sheridan Cnty Circuit Court	$321.96
Verizon Wireless - Public Health	$470.04
Waste Connections of Wyoming	$175.93
Wyoming Child Support	$807.83
AFLAC	$32.38
Campbell Cnty Clerk Tax Acct	$25,875.79

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Campbell Cnty Treasurer	$2,152.49
Great West Trust Company	$2,735.00
HM Life Insurance Co - Stop/Loss	$174,083.92
NCPERS Group Life - WY Retirement Life	$528.00
Wyoming Retirement System	$455,039.15
Black Hills Energy	$1,889.39
Centurylink	$5,857.08
City of Gillette	$910.56
Home Depot - CDS	$258.62
Verizon Wireless - Emergency Mgmt	$38.52
Verizon Wireless - Public Works	$40.15
AT&T - Emergency Mgmt	$165.11
CCEHBT - Health, Dental, AFLAC	$758,736.67
Centurylink	$98.45
City of Gillette	$149.30
Delta Dental of Wyoming	$1,732.80
Paintbrush Services	$445.50
Powder River Energy	$386.56
Gallagher Benefit Services	$19,668.08
Verizon Wireless - Fair	$50.48
Verizon Wireless - Sheriff	$4,828.76
VSP of Wyoming	$7,977.28
Western Waster Solutions	$991.50

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

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Office of County Commissioners
August 14, 2023
Gillette, Wyoming

Directors Meeting

The Campbell County Board of Commissioners met for a Directors Meeting, Monday, August 14, 2023, at 1:30 PM.

Present were Colleen Faber, Butch Knutson, Kelley McCreery, Del Shelstad, Commissioners; Cindy Lovelace, County Clerk; Denton Knapp, Executive Director of Administration; Sandra Beeman, Deputy Director of Administration; Crystal Nichols, Human Resources; Kevin Geis, Road & Bridge Director; Kyle Ferris, Deputy County Attorney; Kelly Wallem, County Attorney Office Manager; JR Fox, Fire Department Deputy Chief; Jim Lyon, Juvenile Services Director; Nathan Grotrian, Children's Developmental Services Director; Treasure Boller, Extension Office; Todd Chatfield, Airport Director; Dwayne Dillinger, Parks & Recreation Director; Chad Beeman, Adult Treatment Court Director; Liz Edward, Fair Coordinator. Commissioner Ford was absent from the meeting.

Crystal Nichols provided updates on the Courthouse Evacuation Plan and the 360 Degree Evaluations.

Commissioner Faber arrived at the meeting.

Kevin Geis provided an update on the CMAQ grant application.

Sandra Beeman provided an update on the FY22/23 audit. Discussion was held.

Chad Beeman reported that Campbell County was selected as a pilot site for an Adult Diversion Court Pilot Program. Discussion was held.

Commissioner Shelstad congratulated Liz Edwards on a successful Fair. Liz Edwards provided a report on the 2023 C.C. Fair.

Dwayne Dillinger reported the floor in Gym 3 is swelling, and they are working on drying it out and determining the cause.

Dwayne Dillinger reported the handicapped golf cart has arrived and is being prepared to be put in service.

There being no further business to come before the Commissioners, the meeting was adjourned at 2:38 PM.

Next Directors Meeting to be held September 5, 2023, at 1:30 PM.

_____	_____
Cindy Lovelace, County Clerk Board of County Commissioners	Colleen Faber, 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.campbellcountywy.gov

Office of County Commissioners
August 15, 2023
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, August 15, 2023. Chairman Faber called the meeting to order at 9:00 AM. Chaplin Jerry Taylor led the Invocation and the Pledge of Allegiance.

Present were Colleen Faber, Jim Ford, Butch Knutson, Kelley McCreery, Del Shelstad, Commissioners; Cindy Lovelace, County Clerk; Denton Knapp, Executive Director of Administration; Sandra Beeman, Deputy Director of Administration.

The following Consent Agenda was presented:

MINUTES

Board of Commissioners Directors Meeting, July 31, 2023
Board of Commissioners Regular Meeting, August 1, 2023
Board of Commissioners Emergency Meeting, August 2, 2023
Board of Commissioners Special Meeting, August 4, 2023
Board of Commissioners Special Meeting, August 8, 2023

MONTHLY REPORTS

Clerk of District Court – July 2023
County Clerk – August 2023
County Treasurer – July 2023
Sheriff's Office – July 2023
County Salaries 2023

PAYROLL PAYMENTS

July 8, 2023; July 22, 2023; August 5, 2023

AGREEMENTS

Agreement between Sentinel Offender Services, LLC and Campbell County Juvenile Services to provide electronic monitoring services and equipment for the period of July 1, 2023 to June 30, 2024.

COMMENT LETTER

Submission of the comment letter to the Bureau of Land Management (BLM) for the proposed rule regarding Rights-of-Way, Leasing, and Operations for Renewable Energy (wind and solar).

EMPLOYEE TRAINING REQUEST

Approval of NACo High Performance Leadership Tuition for Darci Goni, Shannon Ireland, Crystal Nichols, Adam Gibson, Kelly Wallem, Charity Beck, Shane Stefanick, Linda Allred, Lars Jones, and Crystal Conley in the amount up to $12,500 from 100013-63440 account.

LINE ITEM TRANSFERS FY2022-2023

Clerk

Transfer of $19.02 from 100023-60200 Part Time – Regular to 100023-61000 FICA/Medicare

Transfer of $1,213.50 from 100023-62450 EE Dev Meet Trav Meal Lodg to 100023-60005 Full Time – Regular

Transfer of $611.98 from 100023-60200 Part Time – Regular to 100023-61500 Insurance Benefits
Transfer of $2,027.09 from 100023-62260 Professional Services to 100023-61400 Retirement
Transfer of $5,104.76 from 100023-60500 Election Judges to 100023-60100 Full Time - OT
Children's Developmental Services
Transfer $4,207.38 from 310704-61100 EHS WC to 310704-60005 EHS FT Regular
Transfer $2,725.00 from 310704-61900 EHS HSAFLEX to 310704-60005 EHS FT Regular
Emergency Management
Transfer $285.62 from 100411-62100 Advert/Publication/LegalNotice to 100411-60005 Full Time – Regular
Transfer $0.71 from 100411-62100 Advert/Publication/LegalNotice to 100411-61400 Retirement
Transfer $128.22 from 100411-62100 Advert/Publication/LegalNotice to 100411-61500 Insurance
Juvenile Services
Transfer $6,979.44 from 100013-60900 Compensation Adjustment to 100451-61400 Retirement
Transfer $209.00 from 100013-60900 Compensation Adjustment to 100454-61000 FICA/Medicare
Transfer $932.30 from 100013-60900 Compensation Adjustment to 100454-61500 Insurance Benefits
Transfer $4,038.87 from 100013-60900 Compensation Adjustment to 100454-60005 Full Time – Regular
Transfer $912.73 from 100013-60900 Compensation Adjustment to 100454-61400 Retirement
Transfer $83.09 from 100013-60900 Compensation Adjustment to 100454-60800 Additional Requested Payroll
Public Health
Transfer $17,033.88 from 310311-67400 Other Grants-Unanticipated to 310404-67040 Fed Op Grant HlthWelCultRec Project 404GF23TAN-WAGES/BEN
Transfer $17,033.88 from 310311-46150 Unanticipated Grants to 310404-62460 Fed Op Grant HlthWelCultRec Project 404GF23TAN-FEDERAL
Transfer $17,919.36 from 310311-67400 from Other Grants-Unanticipated to 310404-67240 State Op Grant HlthWelCultRec Project 404GS23MCH-WAGES/BEN
Transfer $17,919.36 from 310311-46150 Unanticipated Grants to 310404-62660 State Op Grant HlthWelCultRec Project 404GF23TAN-STATE
Public Works
Transfer $496,516.26 from 310311-67400 Unanticipated Grants to 310084-67280 Project 08424BISHOP-STATE
Transfer $496,516.26 from 310311-46150 Unanticipated Grants to 310084-42740

Fair

Transfer $765.00 from 310311-67400 Unanticipated Grants to 310311-67310 Project 311GL24FBD-CAPEQUIP
Transfer $765.00 from 310311-46150 Unanticipated Grants to 310311-42840 Local Grants/Aid
Public Works
Transfer $14,779.75 from 170081-66935 District Support Grants to Project ORIVAHILLS-ROADS-GRAVLMAINT
Transfer $18,250.00 from 170081-66935 District Support Grants to Project STONEGATE-WATER-NONREGION

POSITION VACANCY JUSTIFICATIONS

Children's Developmental Services – Early Childhood Instructor
Children's Developmental Services – Instructional Assistant
Children's Developmental Services – Physical Therapist
County Coroner – Deputy County Coroner (Contract)
Library – Youth Services Specialist
Parks and Recreation – Recreation Desk Supervisor (Wright)
Sheriff's Office – Communication Technician

SOCIAL MEDIA REQUESTS

Justin Horn, Museum Assistant – Facebook, Instagram, and YouTube

HAND WARRANTS

CCEHBT – Health, Dental, AFLAC	$752,130.60
Delta Dental Plan of Wyoming	$1,710.00
Gallagher Benefit Services	$19,372.03
VSP of Wyoming	$7,923.45
Black Hills Energy	$478.12
Campbell County Treasurer - Landfill CC Acct	$6,000.00
Paintbrush Services	$605.00
Campco Federal Credit Union	$150.00
Circuit Count of Campbell County	$494.30
Campbell County Clerk Tax Acct	$313,867.13
Campbell County Treasurer	$41,462.10
Great West Trust Company	$28,843.00
Sheridan County Circuit Court	$321.96
Wyoming Child Support	$940.07
CC Treasurer - WIC Admin Fee	$12,888.41
Porter, Muirhead, Cornia, & Howard	$4,836.00
Personal Frontiers	$10,905.24
Mitchell & McCormick Inc	$698.25
Youth Emergency Services	$14,151.78
Scales Sales & Services	$808.18
CentrAlert	$28,177.84
University of Wyoming	$3,000.00
Gillette College	$1,500.00
Thomas & Thomas, LLC	$1,842.50

Commissioner Ford moved the Board approve all items of the Consent Agenda as presented.

Commissioner Shelstad seconded the motion. All voted Aye. Motion Carried.

Commissioner McCreery presented the Commission Calendar of Events.

Denton Knapp provided the Veterans Update.

Linda Whites introduced the 2023 Miss Campbell County pageant winners.

Commissioner Ford the Board approve the Contract for Services between the Board of County Commissioners and Youth Emergency Services, Inc., in the amount not to exceed $283,500 from the Optional One Percent Sale Tax, for the period of July 1, 2023, to June 30, 2024, as presented. Commissioner Shelstad seconded the motion. All voted Aye. Motion Carried.

Commissioner Ford moved the Board table the Capital Request from the CAM-PLEX to purchase a remanufactured engine. Commissioner Knutson seconded the motion. All voted Aye. Motion Carried.

Commissioner Shelstad moved the Board waive the formal bid process and approve to purchase a 2023 Classic Tradesman Crew Cab 4x4 V6 for the Airport, in the amount of $40,427.00 from White's Energy Motors in Gillette, as presented. Commissioner Ford seconded the motion. All voted Aye. Motion Carried.

Commissioner Ford moved the Board approve the Sole Source Purchase Request to a Laffayette Industries LX6 Polygraph from Comm Tech, Communication Technologies in the amount of $7,505.00, as presented. Commissioner Shelstad seconded the motion. All voted Aye. Motion Carried.

Commissioner Shelstad moved the Board approve the Sole Source Purchase Request to purchase twenty-eight (28) Motorola APX8000 Portable Radios from Lafayette Instrument Company, in the amount of $117,120.84, as presented. Commissioner Knutson seconded the motion. All voted Aye. Motion Carried.

Commissioner Knutson moved the Board approve the Sole Source Purchase and Contract for Consulting Services between InSite Consulting, LLC and Campbell County regarding the Pronghorn Industrial Project, in the amount of $28,000, as presented. Commissioner McCreery seconded the motion. Commissioners Faber, Knutson, McCreery, Shelstad voted Aye. Commissioner Ford voted Nay. Motion Carried.

Commissioner McCreery moved the Board approve Resolution Number 3050 authorizing the submission of the Congestion Mitigation and Air Quality (CMAQ) to the Wyoming Department of Transportation to purchase dust suppression chemicals for county roads, as presented. Commissioner Knutson seconded the motion. All voted Aye. Motion Carried.

Commissioner Ford moved the Board approve the Memorandum of Understanding between Incite! Consulting and Campbell County for Board Training/Education Sessions in the amount of $4,500 plus reimbursement for travel costs, as presented. Commissioner Shelstad seconded the

motion. All voted Aye. Motion Carried.

Commissioner Shelstad moved the Board appoint Jake Boller to the Public Land Board to serve an unexpired three (3) year term, effective immediately and ending June 30, 2026. Commissioner McCreery seconded the motion. All voted Aye. Motion Carried.

Public Hearing was held to present a request for Chalk Hills Subdivision.

Commissioner Ford moved the Board approve the Chalk Hills Subdivision Zoning Request of R S, Residential Suburban, Case Number 23.01.COZ, effective upon the final approval of the plat, as recommended by the Planning Commission and the Planning & Zoning Administrator. Commissioner Shelstad seconded the motion. All voted Aye. Motion Carried.

Commissioner Shelstad moved the Board approve the Chalk Hills Subdivision Request from Jordan Roberts, Case Number 23.01.COMP, to subdivide a 41.42-acre parcel into five (5) lots, with an average size of 7.89 acres, and approve the final plat, covenants, and disclosure statement, as recommended by the Planning Commission and the Planning & Zoning Administrator. Commissioner McCreery seconded the motion. All voted Aye. Motion Carried.

Matt Shahan presented the Campbell County Health Budget Overview and Strategic Plan.

An opportunity for Public Comment was provided. No Public Comment was given.

Commissioner Shelstad moved to convene into Executive Session to discuss Attorney Client Privileged Information. Commissioner McCreery seconded the motion. All voted Aye. Motion Carried.

Executive Session was held.

There being no further business to come before the Board of Commissioners, the regular meeting was adjourned at 11:58 AM. The next regular meeting of the Commissioners will be held Tuesday, September 6, 2023, at 9:00 AM in the Commissioners Chambers in the Courthouse.

_____	_____
Cindy Lovelace, County Clerk Board of County Commissioners	Colleen Faber, 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.campbellcountywy.gov

Office of County Commissioners
August 28, 2023
Gillette, WY

The Campbell County Board of Commissioners met with the Parks and Recreation Board Monday, August 28, 2023, at 4:00 PM.

Present were Colleen Faber, Jim Ford, Kelley McCreery, Del Shelstad, Commissioners; Denton Knapp, Executive Director of Administration; Cindy Lovelace, County Clerk; Dwayne Dillinger, Parks and Rec Executive Director; and members of the Parks and Recreation staff and Board. Commissioner Knutson was absent from the meeting.

Paula Steiger with Bennett, Weber, & Hermstad, LLP presented the completed FY21/22 audit. Commissioner Shelstad moved the Board approve the audit prepared by Bennett, Weber, & Hermstad, LLP for the fiscal year ending June 30, 2022 as presented. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioner Ford moved the Board approve the Recreation Desk Coordinator Position Vacancy Justification for the Parks and Recreation Department as present. Commissioner Shelstad seconded the motion. All voted Aye. Motion carried.

Dwayne Dillinger provided an update on the Parks and Rec projected staffing needs during the Camporee 2024. Discussion was held.

Discussion was held concerning the CAM-PLEX Park management during the Camporee 2024.

Discussion was held concerning the options of hiring a consultant to complete a master plan for the Parks and Recreation department.

Discussion held on the water damage and plan to repair the floors in Gym 1, Gym 2, and Gym 3.

Discussion held on the maintenance and usage of the ice arena in Spirit Hall and the option of building a new ice arena.

Commissioners toured the damaged gym floors.

There being no further business to come before the Board of Commissioners, Commissioners left the meeting at 5:06 PM.

_____
Cindy Lovelace, Clerk
Board of County Commissioners

_____
Colleen Faber, Chairman
Board of County Commissioners

08/01/2023
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL No: 2021-231

NAME: CAMBLIN EARL CUSTER & COLLETTE FAY

NOTICE ISSUED FOR:

NOVC#

OTHER: NO EQUIPMENT

☑ PARTIAL
☐ REBATE
☑ CANCELLATION

YEAR: 2022 TAX NOTICE NO.

ACCOUNT/PARCEL# 30062635

DISTRICT NO. 0100

ASSESSED VALUATION: 1,188

AMOUNT:$ 74.28

_____ COUNTY ASSESSOR

APPROVED: ☐ DENIED: ☐

THIS _____ DAY OF _____, 20 ___

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BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 ___

_____ COUNTY CLERK

8-1-2023 Partial Cancellation #2021-231 2nd 1/2 only

Campbell County

Rachael Knust, Treasurer

2022 PERSONAL PROPERTY TAX BILL

(307) 682-7268
https://www.campbellcountywy.gov

PO. Box 1027
Gillette, WY 82717

District	Parcel Number	State Acct. No.	GEO Pin
0100	0P0062635	P0062635	33330006263500

Cancel - 2nd 1/2 only
NO equipment.

CAMBLIN EARL CUSTER & COLLETTE FAY
4248 HWY 50 UNIT 1
GILLETTE, WY 82718-9265

Assessed Valuation

Real Estate Value	0
Improvements/Buildings Value	0
Personal Property Value	2,375
Total Valuation	2,375
Mill Levy	62.553
General Taxes	148.56
Special Taxes	0.00
Total Tax	$148.56
First Installment	$74.28
Delinquent after November 10, 2022	
Second Installment	$74.28
Delinquent after May 10, 2023	

Address changed? Notify the County Assessor at (307) 682-7266

Legal Description
LOCATION: 4248 HWY 50
FARM/RANCH EQUIPMENT

If you have sold this property and are not responsible for payment, please forward this bill to the responsible party or to this office

TAX DOLLAR USE

TAXING AUTHORITY	LEVY AMOUNT	
CAMPBELL COUNTY GOVERNMENT	11.235	26.68
CNTY HOSPITAL DIST TRUST FUND	3.000	7.12
CNTY SPEC CEMETERY BOARD TRUST	.862	2.04
CNTY UNIFIED SPEC DIST TRST FD	25.000	59.38
CNTY WEED & PEST BOARD TRUST	.411	.98
COLLEGE FOUNDATION PROGRAM	2.545	6.04
COOPERATIVE HIGHER EDUC SERV	.500	1.18
COUNTY WIDE SCHOOL TRUST FUND	6.000	14.26
STATE OF WY FOUND PRG TRST FND	12.000	28.50
UNIFIED SCHOOL - RECREATION	1.000	2.38
TOTAL	62.553	148.56

Please detach and return the installment coupons provided below with payment to:
CAMPBELL COUNTY TREASURER
PO. Box 1027
Gillette, WY 82717-1027

OR

PAY YOUR 2022 TAX ONLINE AT:
https://itax.tylertech.com/CampbellWY/

DUE DATES AND PAYMENT INFORMATION

1st half installments are delinquent after November 10, 2022. 2nd half installments are delinquent after May 10, 2023.
Any delinquent installment will bear interest at 18%.
Interest on first installment will be forgiven if TOTAL TAX is paid ON OR BEFORE December 31, 2022

Tax bills are always sent directly to taxpayers. Mortgage companies are provided tax information electronically. Please contact your mortgage company directly if in doubt about payment responsibility.

THIS IS THE ONLY BILL YOU WILL RECEIVE!

2022 FIRST INSTALLMENT COUPON OR TOTAL TAX DUE COUPON

CAMBLIN EARL CUSTER & COLLETTE FAY
4248 HWY 50 UNIT 1
GILLETTE, WY 82718-9265

Parcel# : 0P0062635

Please Circle Which Amount You Are Paying:

First Installment (Due on or before 11/10/2022): $74.28
Total Tax (Due on or before 12/31/2022): $148.56

2022 SECOND INSTALLMENT COUPON

CAMBLIN EARL CUSTER & COLLETTE FAY
4248 HWY 50 UNIT 1
GILLETTE, WY 82718-9265

Parcel# : 0P0062635

Second Installment (Due on or before 05/10/2023): $74.28

08/01/2023
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL No: 2021-232

NAME: ENCHANTED THYME - ATTN JULIE MCINTOSH

NOTICE ISSUED FOR:

NOVC#

OTHER: BUSINESS CLOSED

☐ PARTIAL
☐ REBATE
☑ CANCELLATION

YEAR: 2020 TAX NOTICE NO.

ACCOUNT/PARCEL# 30060551

DISTRICT NO. 0150

ASSESSED VALUATION: 475

AMOUNT:$ 32.33

Tracy A. Clements COUNTY ASSESSOR

APPROVED: ☐ DENIED: ☐

THIS _____ DAY OF _____, 20 ___

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BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 ___

_____ COUNTY CLERK

8-1-2023 Cancellation # 2021-232

Campbell County

Rachael Knust, Treasurer

2020 PERSONAL PROPERTY TAX BILL

(307) 682-7268
https://www.ccgov.net/

PO. Box 1027
Gillette, WY 82717

District	Parcel Number	State Acct. No.	GEO Pin
0150	030060551	P0060551	33330006055100

Cancel - Business closed.

ENCHANTED THYME - ATTN JULIE MCINTOSH
ATTN EMIL & BOBBIE WELCH
851 CASA QUINTA AVE
GILLETTE, WY 82716-2166

Assessed Valuation

Real Estate Value	0
Improvements/Buildings Value	0
Personal Property Value	475
Total Valuation	475
Mill Levy	68.056
General Taxes	32.33
Special Taxes	0.00
Total Tax	$32.33
First Installment	$16.17
Delinquent after November 10, 2020	
Second Installment	$16.16
Delinquent after May 10, 2021	

Address changed? Notify the County Assessor at (307) 682-7266

Legal Description
LOCATION: 801 E FOURTH ST
PERSONAL PROPERTY

If you have sold this property and are not responsible for payment, please forward this bill to the responsible party or to this office

TAX DOLLAR USE

TAXING AUTHORITY	LEVY	AMOUNT
CAMPBELL COUNTY GOVERNMENT	11.276	5.36
CITY OF GILLETTE TRUST FUND	8.000	3.80
CNTY HOSPITAL DIST TRUST FUND	3.000	1.42
CNTY SPEC CEMETERY BOARD TRUST	.826	.39
CNTY UNIFIED SPEC DIST TRST FD	25.000	11.88
CNTY WEED & PEST BOARD TRUST	.454	.22
COOPERATIVE HIGHER EDUC SERV	.500	.24
COUNTY WIDE SCHOOL TRUST FUND	6.000	2.84
STATE OF WY FOUND PRG TRST FND	12.000	5.70
UNIFIED SCHOOL - RECREATION	1.000	.48
TOTAL	68.056	32.33

Please detach and return the installment coupons provided below with payment to:
CAMPBELL COUNTY TREASURER
PO. Box 1027
Gillette, WY 82717-1027

OR

PAY YOUR 2020 TAX ONLINE AT:
https://itax.tylertech.com/CampbellWY/

DUE DATES AND PAYMENT INFORMATION

First half installments are delinquent after November 10, 2020. Second half installments are delinquent after May 10, 2021.
Any delinquent installment will bear interest at 18%.
Interest on first installment will be forgiven if TOTAL TAX is paid ON OR BEFORE December 31, 2020

Tax bills are always sent directly to taxpayers. Mortgage companies are provided tax information electronically. Please contact your mortgage company directly if in doubt about payment responsibility.

THIS IS THE ONLY BILL YOU WILL RECEIVE!

2020 FIRST INSTALLMENT COUPON OR TOTAL TAX DUE COUPON

ENCHANTED THYME - ATTN JULIE MCINTOSH
ATTN EMIL & BOBBIE WELCH
851 CASA QUINTA AVE
GILLETTE, WY 82716-2166

Parcel# : 030060551

Please Circle Which Amount You Are Paying:

First Installment (Due on or before 11/10/2020): $16.17
Total Tax (Due on or before 12/31/2020): $32.33

2020 SECOND INSTALLMENT COUPON

ENCHANTED THYME - ATTN JULIE MCINTOSH
ATTN EMIL & BOBBIE WELCH
851 CASA QUINTA AVE
GILLETTE, WY 82716-2166

Parcel# : 030060551

Second Installment (Due on or before 05/10/2021): $16.16

08/01/2023
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL No: 2021-233

NAME: ENCHANTED THYME - ATTN JULIE MCINTOSH

NOTICE ISSUED FOR:

NOVC#

OTHER: BUSINESS CLOSED

☐ PARTIAL
☐ REBATE
☑ CANCELLATION

YEAR: 2021 TAX NOTICE NO.

ACCOUNT/PARCEL# 30060551

DISTRICT NO. 0150

ASSESSED VALUATION: 475

AMOUNT:$ 32.41

Tony S. Clements COUNTY ASSESSOR

APPROVED: ☐ DENIED: ☐

THIS _____ DAY OF _____, 20 ___

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BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 ___

_____ COUNTY CLERK

8-1-2023 Cancellation # 2021-233

Campbell County

Rachael Knust, Treasurer

2021 PERSONAL PROPERTY TAX BILL

(307) 682-7268
https://www.ccgov.net/

PO. Box 1027
Gillette, WY 82717

District	Parcel Number	State Acct. No.	GEO Pin
0150	030060551	P0060551	33330006055100

Cancel - Business closed.

ENCHANTED THYME - ATTN JULIE MCINTOSH
ATTN EMIL & BOBBIE WELCH
851 CASA QUINTA AVE
GILLETTE, WY 82716-2166

Address changed? Notify the County Assessor at (307) 682-7266

Assessed Valuation

Real Estate Value	0
Improvements/Buildings Value	0
Personal Property Value	475
Total Valuation	475
Mill Levy	68.225
General Taxes	32.41
Special Taxes	0.00
Total Tax	$32.41
First Installment	$16.21
Delinquent after November 10, 2021	
Second Installment	$16.20
Delinquent after May 10, 2022	

Legal Description
LOCATION: 801 E FOURTH ST
PERSONAL PROPERTY

If you have sold this property and are not responsible for payment, please forward this bill to the responsible party or to this office

TAX DOLLAR USE

TAXING AUTHORITY	LEVY AMOUNT	
CAMPBELL COUNTY GOVERNMENT	11.235	5.34
CITY OF GILLETTE TRUST FUND	8.000	3.80
CNTY HOSPITAL DIST TRUST FUND	3.000	1.42
CNTY SPEC CEMETERY BOARD TRUST	.901	.42
CNTY UNIFIED SPEC DIST TRST FD	25.000	11.88
CNTY WEED & PEST BOARD TRUST	.589	.28
COOPERATIVE HIGHER EDUC SERV	.500	.24
COUNTY WIDE SCHOOL TRUST FUND	6.000	2.85
STATE OF WY FOUND PRG TRST FND	12.000	5.70
UNIFIED SCHOOL - RECREATION	1.000	.48
TOTAL	68.225	32.41

Please detach and return the installment coupons provided below with payment to:
CAMPBELL COUNTY TREASURER
PO. Box 1027
Gillette, WY 82717-1027

OR

PAY YOUR 2021 TAX ONLINE AT:
https://itax.tylertech.com/CampbellWY/

DUE DATES AND PAYMENT INFORMATION

1st half installments are delinquent after November 10, 2021. 2nd half installments are delinquent after May 10, 2022.
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THIS IS THE ONLY BILL YOU WILL RECEIVE!

2021 FIRST INSTALLMENT COUPON OR TOTAL TAX DUE COUPON

ENCHANTED THYME - ATTN JULIE MCINTOSH
ATTN EMIL & BOBBIE WELCH
851 CASA QUINTA AVE
GILLETTE, WY 82716-2166

Parcel# : 030060551

Please Circle Which Amount You Are Paying:

First Installment (Due on or before 11/10/2021): $16.21
Total Tax (Due on or before 12/31/2021): $32.41

2021 SECOND INSTALLMENT COUPON

ENCHANTED THYME - ATTN JULIE MCINTOSH
ATTN EMIL & BOBBIE WELCH
851 CASA QUINTA AVE
GILLETTE, WY 82716-2166

Parcel# : 030060551

Second Installment (Due on or before 05/10/2022): $16.20

08/01/2023
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL No: 2021-234

NAME: ENCHANTED THYME - ATTN JULIE MCINTOSH

NOTICE ISSUED FOR:

NOVC#

OTHER: BUSINESS CLOSED

☐ PARTIAL
☐ REBATE
☑ CANCELLATION

YEAR: 2022 TAX NOTICE NO.

ACCOUNT/PARCEL# 30060551

DISTRICT NO. 0150

ASSESSED VALUATION: 475

AMOUNT:$ 33.51

Tom H. Clements COUNTY ASSESSOR

APPROVED: ☐ DENIED: ☐

THIS _____ DAY OF _____, 20 ___

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BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 ___

_____ COUNTY CLERK

8-1-2023 Cancellation # 2021-234

Campbell County

Rachael Knust, Treasurer
2022 PERSONAL PROPERTY TAX BILL

(307) 682-7268
https://www.campbellcountywy.gov

PO. Box 1027
Gillette, WY 82717

District	Parcel Number	State Acct. No.	GEO Pin
0150	030060551	P0060551	33330006055100

Cancel - Business closed.

ENCHANTED THYME - ATTN JULIE MCINTOSH
ATTN EMIL & BOBBIE WELCH
851 CASA QUINTA AVE
GILLETTE, WY 82716-2166

Address changed? Notify the County Assessor at (307) 682-7266

Assessed Valuation

Real Estate Value	0
Improvements/Buildings Value	0
Personal Property Value	475
Total Valuation	475
Mill Levy	70.553
General Taxes	33.51
Special Taxes	0.00
Total Tax	$33.51
First Installment *Delinquent after November 10, 2022*	$16.76
Second Installment *Delinquent after May 10, 2023*	$16.75

Legal Description
LOCATION: 801 E FOURTH ST
PERSONAL PROPERTY

If you have sold this property and are not responsible for payment, please forward this bill to the responsible party or to this office

TAX DOLLAR USE

TAXING AUTHORITY	LEVY AMOUNT	
CAMPBELL COUNTY GOVERNMENT	11.235	5.34
CITY OF GILLETTE TRUST FUND	8.000	3.80
CNTY HOSPITAL DIST TRUST FUND	3.000	1.42
CNTY SPEC CEMETERY BOARD TRUST	.862	.40
CNTY UNIFIED SPEC DIST TRST FD	25.000	11.88
CNTY WEED & PEST BOARD TRUST	.411	.20
COLLEGE FOUNDATION PROGRAM	2.545	1.20
COOPERATIVE HIGHER EDUC SERV	.500	.24
COUNTY WIDE SCHOOL TRUST FUND	6.000	2.85
STATE OF WY FOUND PRG TRST FND	12.000	5.70
UNIFIED SCHOOL - RECREATION	1.000	.48
TOTAL	70.553	33.51

Please detach and return the installment coupons provided below with payment to:
CAMPBELL COUNTY TREASURER
PO. Box 1027
Gillette, WY 82717-1027

OR

PAY YOUR 2022 TAX ONLINE AT:
https://itax.tylertech.com/CampbellWY/

DUE DATES AND PAYMENT INFORMATION

1st half installments are delinquent after November 10, 2022. 2nd half installments are delinquent after May 10, 2023.
Any delinquent installment will bear interest at 18%.
Interest on first installment will be forgiven if TOTAL TAX is paid ON OR BEFORE December 31, 2022

Tax bills are always sent directly to taxpayers. Mortgage companies are provided tax information electronically. Please contact your mortgage company directly if in doubt about payment responsibility.

THIS IS THE ONLY BILL YOU WILL RECEIVE!

2022 FIRST INSTALLMENT COUPON OR TOTAL TAX DUE COUPON

ENCHANTED THYME - ATTN JULIE MCINTOSH
ATTN EMIL & BOBBIE WELCH
851 CASA QUINTA AVE
GILLETTE, WY 82716-2166

Parcel# : 030060551

Please Circle Which Amount You Are Paying:

First Installment (Due on or before 11/10/2022): $16.76
Total Tax (Due on or before 12/31/2022): $33.51

2022 SECOND INSTALLMENT COUPON

ENCHANTED THYME - ATTN JULIE MCINTOSH
ATTN EMIL & BOBBIE WELCH
851 CASA QUINTA AVE
GILLETTE, WY 82716-2166

Parcel# : 030060551

Second Installment (Due on or before 05/10/2023): $16.75

08/08/2023
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL **No: 2021-239**

NAME: LAZY S KUSTOM DESIGN

NOTICE ISSUED FOR:

NOVC#

OTHER: BUSINESS CLOSED

☐ **PARTIAL**
☐ **REBATE**
☑ **CANCELLATION**

YEAR: 2021 **TAX NOTICE NO.**

ACCOUNT/PARCEL# 30061774

DISTRICT NO. 0150 P006 1774

ASSESSED VALUATION: 238

AMOUNT:$ 16.24

Tony S. Clements ~~COUNTY~~ **ASSESSOR**

APPROVED: ☐ **DENIED:** ☐

THIS _____ **DAY OF** _____ **, 20** ___

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BOARD OF COUNTY COMMISSIONERS

FILED _____ **, 20** ___

_____ **COUNTY CLERK**

8-8-2023 Cancellation #2021-239

Campbell County

Rachael Knust, Treasurer
2021 PERSONAL PROPERTY TAX BILL

(307) 682-7268
https://www.ccgov.net/

PO. Box 1027
Gillette, WY 82717

District	Parcel Number	State Acct. No.	GEO Pin
0150	0P0061774	P0061774	33330006177400

Cancel - Business Closed

LAZY S KUSTOM DESIGN
ATTN TAMMI LINDSKOV
PO BOX 84
ARVADA, WY 82831-0084

Assessed Valuation

Real Estate Value	0
Improvements/Buildings Value	0
Personal Property Value	238
Total Valuation	238
Mill Levy	68.225
General Taxes	16.24
Special Taxes	0.00
Total Tax	$16.24
First Installment	$8.12
Delinquent after November 10, 2021	
Second Installment	$8.12
Delinquent after May 10, 2022	

Address changed? Notify the County Assessor at (307) 682-7266

Legal Description
LOCATION: 610 BUTLER SPAETH RD
PERSONAL PROPERTY

If you have sold this property and are not responsible for payment, please forward this bill to the responsible party or to this office

TAX DOLLAR USE

TAXING AUTHORITY	LEVY AMOUNT	
CAMPBELL COUNTY GOVERNMENT	11.235	2.68
CITY OF GILLETTE TRUST FUND	8.000	1.90
CNTY HOSPITAL DIST TRUST FUND	3.000	.72
CNTY SPEC CEMETERY BOARD TRUST	.901	.22
CNTY UNIFIED SPEC DIST TRST FD	25.000	5.94
CNTY WEED & PEST BOARD TRUST	.589	.14
COOPERATIVE HIGHER EDUC SERV	.500	.12
COUNTY WIDE SCHOOL TRUST FUND	6.000	1.42
STATE OF WY FOUND PRG TRST FND	12.000	2.86
UNIFIED SCHOOL - RECREATION	1.000	.24
TOTAL	68.225	16.24

Please detach and return the installment coupons provided below with payment to:
CAMPBELL COUNTY TREASURER
PO. Box 1027
Gillette, WY 82717-1027

OR

PAY YOUR 2021 TAX ONLINE AT:
https://itax.tylertech.com/CampbellWY/

DUE DATES AND PAYMENT INFORMATION

1st half installments are delinquent after November 10, 2021. 2nd half installments are delinquent after May 10, 2022.
Any delinquent installment will bear interest at 18%.
Interest on first installment will be forgiven if TOTAL TAX is paid ON OR BEFORE December 31, 2021

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THIS IS THE ONLY BILL YOU WILL RECEIVE!

2021 FIRST INSTALLMENT COUPON OR TOTAL TAX DUE COUPON

LAZY S KUSTOM DESIGN
ATTN TAMMI LINDSKOV
PO BOX 84
ARVADA, WY 82831-0084

Parcel# : 0P0061774

Please Circle Which Amount You Are Paying:

First Installment (Due on or before 11/10/2021): $8.12
Total Tax (Due on or before 12/31/2021): $16.24

2021 SECOND INSTALLMENT COUPON

LAZY S KUSTOM DESIGN
ATTN TAMMI LINDSKOV
PO BOX 84
ARVADA, WY 82831-0084

Parcel# : 0P0061774

Second Installment (Due on or before 05/10/2022): $8.12

08/08/2023
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL **No: 2021-240**

NAME: LAZY S KUSTOM DESIGN

NOTICE ISSUED FOR:

NOVC#

OTHER: BUSINESS CLOSED

☐ **PARTIAL**
☐ **REBATE**
☑ **CANCELLATION**

YEAR: 2022 **TAX NOTICE NO.**

ACCOUNT/PARCEL# 30061774

DISTRICT NO. 0150

ASSESSED VALUATION: 514

AMOUNT:$ 36.26

Tracy A. Clements **COUNTY ASSESSOR**

APPROVED: ☐ **DENIED:** ☐

THIS _____ **DAY OF** _____ **, 20** ___

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BOARD OF COUNTY COMMISSIONERS

FILED _____ **, 20** ___

_____ **COUNTY CLERK**

8-8-2023 Cancellation # 2021-240

Campbell County

Rachael Knust, Treasurer

2022 PERSONAL PROPERTY TAX BILL

(307) 682-7268
https://www.campbellcountywy.gov

PO. Box 1027
Gillette, WY 82717

District	Parcel Number	State Acct. No.	GEO Pin
0150	0P0061774	P0061774	33330006177400

LAZY S KUSTOM DESIGN
ATTN TAMMI LINDSKOV
PO BOX 84
ARVADA, WY 82831-0084

Cancel - Business Closed

Assessed Valuation

Real Estate Value	0
Improvements/Buildings Value	0
Personal Property Value	514
Total Valuation	514
Mill Levy	70.553
General Taxes	36.26
Special Taxes	0.00
Total Tax	$36.26
First Installment *Delinquent after November 10, 2022*	$18.13
Second Installment *Delinquent after May 10, 2023*	$18.13

Address changed? Notify the County Assessor at (307) 682-7266

Legal Description
LOCATION: 610 BUTLER SPAETH RD
PERSONAL PROPERTY

If you have sold this property and are not responsible for payment, please forward this bill to the responsible party or to this office

TAX DOLLAR USE

TAXING AUTHORITY	LEVY AMOUNT	
CAMPBELL COUNTY GOVERNMENT	11.235	5.78
CITY OF GILLETTE TRUST FUND	8.000	4.12
CNTY HOSPITAL DIST TRUST FUND	3.000	1.54
CNTY SPEC CEMETERY BOARD TRUST	.862	.44
CNTY UNIFIED SPEC DIST TRST FD	25.000	12.84
CNTY WEED & PEST BOARD TRUST	.411	.22
COLLEGE FOUNDATION PROGRAM	2.545	1.30
COOPERATIVE HIGHER EDUC SERV	.500	.26
COUNTY WIDE SCHOOL TRUST FUND	6.000	3.08
STATE OF WY FOUND PRG TRST FND	12.000	6.16
UNIFIED SCHOOL - RECREATION	1.000	.52
TOTAL	70.553	36.26

Please detach and return the installment coupons provided below with payment to:
CAMPBELL COUNTY TREASURER
PO. Box 1027
Gillette, WY 82717-1027

OR

PAY YOUR 2022 TAX ONLINE AT:
https://itax.tylertech.com/CampbellWY/

DUE DATES AND PAYMENT INFORMATION

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Interest on first installment will be forgiven if TOTAL TAX is paid ON OR BEFORE December 31, 2022

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THIS IS THE ONLY BILL YOU WILL RECEIVE!

2022 FIRST INSTALLMENT COUPON OR TOTAL TAX DUE COUPON

LAZY S KUSTOM DESIGN
ATTN TAMMI LINDSKOV
PO BOX 84
ARVADA, WY 82831-0084

Parcel# : 0P0061774

Please Circle Which Amount You Are Paying:

First Installment (Due on or before 11/10/2022): $18.13
Total Tax (Due on or before 12/31/2022): $36.26

2022 SECOND INSTALLMENT COUPON

LAZY S KUSTOM DESIGN
ATTN TAMMI LINDSKOV
PO BOX 84
ARVADA, WY 82831-0084

Parcel# : 0P0061774

Second Installment (Due on or before 05/10/2023): $18.13

OFFICE
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX

Campbell County
wyoming

BOARD OF COMMISSIONERS
Colleen Faber, Chairman
Del Shelstad
Jim Ford
Butch Knutson
Kelley McCreery

Denton Knapp
Executive Director of Administration

Contract/Grant/Agreement Approval Form

Instructions: Follow routing procedure

Date of Commissioner's Meeting: 9/5/2023

Title: Temporary Assistance for Needy Families-Community Partnership Initiative

Party/Recipient: Campbell County - Commissioners

Party/Agency/Contractor/Vendor: WY Department of Family Services

Funding Source: FEDERAL

Fill/Mark as applicable:

Account: 310314-67040 Contingency Fund Account:

FY Budgeted: FY24

Federal Grant-CFDA/ALN: 93.558 State Grant-identifying number: n/a

Other:

- [x] Annual Contract Award
- [ ] New Contract Award
- [ ] Includes Capital Assets
- [ ] Bid/Request for Proposals Required (attach bid advertisement)
- [ ] Match Fund Required (attach 'Match Request' form)
- [x] Contract Amendment/Extension
- [ ] Sole Source Request (include justification in summary & attach all supporting documentation, including quote)

Date Range of Contract: 10/1/2023-9/30/2024

Amount: $91,000 (amount of increase, amended amount $181,000

Summary

An amendment to increase the Temporary Assistance for Needy Families Community Partnership Initiative grant from $91,000 to $182,000 and extend the date range from 10/1/2022-9/30/2023 to 10/1/2024. Section R insurance requirements were also updated. The sub-awards are: Personal Frontiers, Inc.: $10,705.75; Youth Emergency Services, Inc.: $38,212.75; Council of Community Services: $25,575.75; CLIMB WY $16,505.75.
The Temporary Assistance for Needy Families (TANF) block grant was created in the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA, P.L. 104-193). The sub-awards will provide services to assist families to reach a path of self-sufficiency.

Legal Review: FERRIS

Risk Management Review: NICHOLS

Approval Signatures:

Colleen Faber, Chairman _____

Cindy Lovelace, County Clerk _____

Contract #: 233612

Entry Date: 8/14/2023 9:45:40 AM

Department: Wyoming Department of Family Services

Agency Contact: Canarecci, Heather (DFS)

Phone: 307-777-5355

Other Agency Contact: Georgia Auch - 307-746-3901

WYOMING ATTORNEY GENERAL'S OFFICE

AUG 18 2023

Megan Pope
APPROVED AS TO FORM

Client Comments: No SOS Government
<span style="color: #172b4d; font-family: -apple-system, BlinkMacSystemFont, 'Segoe UI', Roboto, 'Noto Sans', Ubuntu, 'Droid Sans', 'Helvetica Neue', sans-serif; font-size: 14px; background-color: #ffffff;">This is the template 232299. The language is slightly different because the Commissioners realized they did not have WARM and we had to add insurance language back in.

Contractor/Vendor Name: Campbell County Commissioners

Contract Title: Campbell County Commissioners/ES/TANF/CPI

Contract Type: Amendment

Contract Amount: 91000.0000

Contract Effective Date:

Contract Expiration Date: 9/30/2024 12:00:00 AM

Status: AG Approved as to Form

RETURN VIA: Ink Signature - Inter-agency Mail

Assigned Attorney: Megan Pope

AMENDMENT ONE TO THE CONTRACT BETWEEN
WYOMING DEPARTMENT OF FAMILY SERVICES
AND
CAMPBELL COUNTY COMMISSIONERS

1. **Parties.** This Amendment is made and entered into by and between Wyoming Department of Family Services (Agency), whose address is: 2300 Capitol Avenue, Third Floor, Hathaway Building, Cheyenne, Wyoming 82002, and Campbell County Commissioners (Contractor), whose address is: 500 South Gillette Avenue, Gillette, Wyoming 82716.

2. **Purpose of Amendment.** This Amendment shall constitute the first amendment to the Contract between the Agency and the Contractor. The purpose of this Amendment is to: a) increase the total Contract dollar amount by ninety-one thousand dollars ($91,000.00) to one hundred eighty-two thousand dollars ($182,000.00); b) extend the term of the Contract through September 30, 2024; and c) amend the responsibilities of the Contractor.

The original Contract, dated September 22, 2022, required the Contractor to operate the Temporary Assistance for Needy Families Community Partnership Initiative (TANF CPI), a community plan which will provide a continuum of services to Campbell County families for a total Contract amount of ninety-one thousand dollars ($91,000.00) with an expiration date of September 30, 2023.

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

4. **Amendments.**

A. The second sentence of Section 4(A) of the original Contract is hereby amended to read as follows:

"Total payment under this Contract shall not exceed one-hundred eighty-two thousand dollars ($182,000.00)."

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

"The term of this Contract is from October 1, 2022 through September 30, 2024."

C. Section 8 of the original Contract is hereby amended to replace Subsection 8. R with the following:

"**R. Insurance Requirements.**

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

(ii) All policies shall be primary over any insurance or self-insurance program carried by the Contractor or the State of Wyoming. All policies shall include clauses stating that each insurance carrier shall waive all rights of recovery under subrogation or otherwise against Contractor or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

(iii) The Contractor shall provide Certificates of Insurance to the Agency verifying each type of coverage required herein. If the policy is a "claims made" policy instead of an "occurrence" policy, the information provided shall include, but is not limited to, retroactive dates and extended reporting periods or tails.

(iv) All policies shall be endorsed to provide at least thirty (30) days advance written notice of cancellation to the Agency. A copy of the policy endorsement shall be provided with the Certificate of Insurance.

(v) In case of a breach of any provision relating to Insurance Requirements or Insurance Coverage, the Agency may, at the Agency's option, obtain and maintain, at the expense of the Contractor, such insurance in the name of the Contractor, or subcontractor, as the Agency may deem proper and may deduct the cost of obtaining and maintaining such insurance from any sums which may be due or become due to the Contractor under this Contract.

(vi) All policies required by this Contract shall be issued by an insurance company with an A.M. Best rating of A- VIII or better.

(vii) The Agency reserves the right to reject any policy issued by an insurance company that does not meet these requirements."

5. <u>Amended Responsibilities of the Contractor.</u>

Responsibilities of the Contractor are hereby amended as follows:

A. Section 5 of the original Contract is hereby amended to add Subsection K, L, and M which reads as follows:

"**K.** Perform the additional duties outlined in Attachment D, FFY 2024 Program Summary, and Attachment E, FFY 2024 Quarterly Performance Report and Invoice, which is incorporated into this Contract by this reference."

"**L.** Ninety-one thousand dollars ($91,000.00) is awarded for the period of Federal Fiscal Year (FFY) 2023 and shall be obligated no later than September 30, 2023."

"**M.** Ninety-one thousand dollars ($91,000.00) is awarded for the period of FFY 2024 and shall be obligated no later than September 30, 2024."

B. Attachment D, FFY 2024 Program Summary, and Attachment E, FFY 2024 Quarterly Performance Report and Invoice, are attached to this Amendment and incorporated into the original Contract by this reference.

6. Amended Responsibilities of the Agency.

Responsibilities of the Agency have not changed.

7. Special Provisions.

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

B. Counterparts. This Amendment may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Amendment. Delivery by the Contractor of an originally signed counterpart of this Amendment by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency.

8. General Provisions.

A. Entirety of Contract. The original Contract, consisting of eleven (11) pages; Attachment A, Program Summary, consisting of forty-two (42) pages; Attachment B, TANF CPI FFY23 Quarterly Report and Invoice, consisting of six (6) pages; Attachment C, TANF Participant Application and Eligibility Form, consisting of two (2) pages; this Amendment One, consisting of four (4) pages; Attachment D, FFY 2024 Program Summary, consisting of forty-seven (47) pages; and Attachment E, FFY 2024 Quarterly Report and Invoice, consisting of six (6) pages, represent the entire and integrated agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK

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

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

AGENCY:
Wyoming Department of Family Services

Korin A. Schmidt, Director — Date

Kristie Gordy, Economic Security Senior Administrator — Date

CONTRACTOR:
Campbell County Commissioners

Del Shelstad, County Commissioner Chair — Date

Susan F Saunders, County Clerk — Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

Meg Pope # 233612
Megan Pope, Senior Assistant Attorney General — 8/18/23 Date

PERSONAL FRONTIERS, INC.
SUBAWARD AGREEMENT
CFDA # 93.558

THIS AGREEMENT is entered into by and between Campbell County, Wyoming, by and through its Board of County Commissioners ("BOARD"), of 500 S. Gillette Ave., Ste. 1100, Gillette, WY 82716 and the Personal Frontiers, Inc., ("PFI"), of 310 South Miller, Suite G, Gillette, WY 82716;

RECITALS:

A. The BOARD has submitted its application to receive funding from the Temporary Assistance for Needy Families Community Partnership Initiative (TANF CPI) administered by the Wyoming Department of Family Services (DFS);

B. Through TANF CPI, DFS has awarded THE BOARD the total sum of Ninety One Thousand Dollars ($91,000.00) to be used as approved in the Statement of Work referenced in the Contract Between Wyoming Department of Family Services and Campbell County Commissioners, effective October 1, 2023, attached hereto as Exhibit A;

C. The BOARD has entered into a contract with DFS setting forth certain terms upon which the funding is conditioned; and,

D. The BOARD desires to provide to PFI and PFI desires to accept from the BOARD the part of the awarded proceeds; namely, the sum of Ten Thousand Seven Hundred Five Dollars and Seventy Five Cents ($10,705.75).

NOW THEREFORE, in consideration of the mutual covenants, agreements and representations set forth below, the above recitals, and other good and adequate consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. In exchange for the Board providing the award amount referenced in the above Recitals, PFI hereby agrees to provide services as specified and approved under the attachments referenced in Exhibit A. These services are for the period commencing October 1, 2023, and ending September 30, 2024. The terms and conditions contained in Exhibit A and all referenced attachments identified in Exhibit A are incorporated herein by this reference.

2. PFI agrees to administer the program as outlined in the attachments to Exhibit A to the best of its ability without creating exposure of liability to the BOARD. PFI shall indemnify, hold harmless and defend the Board and its commissioners, trustees, directors, officers, agents, representatives, and employees from and against any and all claims, demands, penalties, liens, losses, fines, liabilities, damages, interest, costs, or expenses (including, without limitation, reasonable attorneys' fees and court costs), whether or not involving a third party claim, arising out of or in connection with: (i) the acts, errors, omissions, conduct, or operations of PFI or any of its officers, agents, or employees; or (ii) any breach by PFI of any of the representations, warranties, covenants, obligations or duties contained in this Agreement; or (c) any violation of any federal, state, or local laws, rules, or regulations by PFI. The indemnification obligations herein shall not be limited by reason of the enumeration of any insurance coverage and shall survive the termination of this Agreement. It is specifically agreed and understood that a condition of the grant award is quarterly reporting and the gathering and keeping of data in order to secure output measure for reporting purposes. PFI agrees to cooperate in all respects with regard to complying with this requirement and all other requirements set forth in attached Exhibit A.

3. It is specifically agreed and understood that the amount of funding to be contributed by the BOARD is limited to the funding received from DFS through the TANF CPI grant referenced in the Recitals to this Agreement. PFI shall be responsible for any and all additional costs, including but not limited to, all liability for any costs of this program which exceed the amount of the funds received herein. Additionally, the BOARD's obligation to reimburse up to the amount of the grant funding referenced herein is conditioned upon actual receipt of the same. If for any reason the BOARD should not receive such funding, its obligations under this agreement are null and void and the terms of this agreement are not a general obligation of the BOARD or a commitment for funding out of its general revenue.

4. In the event PFI fails to abide by the terms and conditions of this Agreement or Exhibit A, the BOARD may immediately suspend payments provided for under this Agreement and transfer such funding to another entity who is willing and able to perform the services provided for under this agreement.

5. In addition to- the above remedy, in the event PFI defaults or is deficient in the performance of any term of this Agreement or any requirements as set out in Exhibit A, or any

rules and regulations under the TANF CPI program, the BOARD shall have the right to exercise all remedies provided by law or in equity, including, without limitation, the following:

a. Immediately terminating this Agreement without further liability of obligation of The BOARD;

b. Requiring PFI to reimburse any amounts improperly expended and reprogram the use of the funds in accordance with applicable requirements;

c. Changing the method of payment to PFI; and/or

d. Reducing, withdrawing, suspending or adjusting the amount of the funds given to PFI under this Agreement.

6. Any persons hired or engaged by PFI in the performance of this agreement shall be employees of PFI and not the BOARD for any purpose, including but not limited to, salaries, benefits, employment taxes and personnel policies and regulations.

7. The parties hereto agree that the terms and conditions of this Agreement may be amended or modified at any time upon mutual consent, in writing, of the parties hereto. No provision of this Agreement may be waived except by a written document executed by the party entitled to the benefits of the provision. No waiver of a provision will be deemed to be or will constituted a waiver of any other provision of this Agreement. A waiver will be effective only in the specific instance and for the purpose for which it was given, and will not constitute a continuing waiver.

8. Construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over this Agreement and venue shall be the Sixth Judicial District, Campbell County, Wyoming. Customer does not waive governmental immunity and all defenses available to it pursuant to W.S. 1-39-101 et. Al. All remedies at law, in equity, by statute or otherwise shall be cumulative and may be enforced concurrently herewith or from time to time, and the election of any one or more shall not constitute a waiver of the right to pursue other available remedies.

9. PFI shall be liable to the BOARD for reasonable attorney's fees incurred by the Board in connection with the collection, or attempt to collect, any damages arising from any act or omission of PFI, or its agents or from PFI's failure to perform any aspect of the services or fulfill any obligations or responsibilities provided under this Agreement.

10. The provisions of this Agreement shall be severable, and if any provision shall be prohibited by law, invalid, or unenforceable in whole or in part for any reason, the remaining provisions shall remain in full force and effect.

11. The parties agree that this writing constitute the entire Agreement between them and that there are no other agreements or understandings of any kind or character except those contained within this Agreement and the attached Exhibits.

IN WITNESS WHEREOF, the parties, by their duly authorized representatives, whom have the authority to bind the respective parties have executed this Agreement as of the dates indicated below.

CAMPBELL COUNTY

_____ _____

Colleen Faber, Chairman **DATE**

Attest:

_____ _____

Cindy Lovelace, Clerk

PFI

BY: _____ _____

DATE

_____ _____

Printed Name **Printed Title**

YOUTH EMERGENCY SERVICES, INC.
SUBAWARD AGREEMENT
CFDA # 93.558

THIS AGREEMENT is entered into by and between Campbell County, Wyoming, by and through its Board of County Commissioners ("BOARD"), of 500 S. Gillette Ave., Ste. 1100, Gillette, WY 82716 and the Personal Frontiers, Inc., ("YES"), of 905 Gurley Avenue, Gillette, WY 82716;
RECITALS:

A. The BOARD has submitted its application to receive funding from the Temporary Assistance for Needy Families Community Partnership Initiative (TANF CPI) administered by the Wyoming Department of Family Services (DFS);

B. Through TANF CPI, DFS has awarded THE BOARD the total sum of Ninety One Thousand Dollars ($91,000.00) to be used as approved in the Statement of Work referenced in the Contract Between Wyoming Department of Family Services and Campbell County Commissioners, effective October 1, 2023, attached hereto as Exhibit A;

C. The BOARD has entered into a contract with DFS setting forth certain terms upon which the funding is conditioned; and,

D. The BOARD desires to provide to YES and YES desires to accept from the BOARD the part of the awarded proceeds; namely, the sum of Thirty Eighty Thousand Two Hundred Twelve Dollars and Seventy Five Cents ($38,212.75).

NOW THEREFORE, in consideration of the mutual covenants, agreements and representations set forth below, the above recitals, and other good and adequate consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. In exchange for the Board providing the award amount referenced in the above Recitals, YES hereby agrees to provide services as specified and approved under the attachments referenced in Exhibit A. These services are for the period commencing October 1, 2023, and ending September 30, 2024. The terms and conditions contained in Exhibit A and all referenced attachments identified in Exhibit A are incorporated herein by this reference.

2. YES agrees to administer the program as outlined in the attachments to Exhibit A

to the best of its ability without creating exposure of liability to the BOARD. YES shall indemnify, hold harmless and defend the Board and its commissioners, trustees, directors, officers, agents, representatives, and employees from and against any and all claims, demands, penalties, liens, losses, fines, liabilities, damages, interest, costs, or expenses (including, without limitation, reasonable attorneys' fees and court costs), whether or not involving a third party claim, arising out of or in connection with: (i) the acts, errors, omissions, conduct, or operations of YES or any of its officers, agents, or employees; or (ii) any breach by YES of any of the representations, warranties, covenants, obligations or duties contained in this Agreement; or (c) any violation of any federal, state, or local laws, rules, or regulations by YES. The indemnification obligations herein shall not be limited by reason of the enumeration of any insurance coverage and shall survive the termination of this Agreement. It is specifically agreed and understood that a condition of the grant award is quarterly reporting and the gathering and keeping of data in order to secure output measure for reporting purposes. YES agrees to cooperate in all respects with regard to complying with this requirement and all other requirements set forth in attached Exhibit A.

3. It is specifically agreed and understood that the amount of funding to be contributed by the BOARD is limited to the funding received from DFS through the TANF CPI grant referenced in the Recitals to this Agreement. YES shall be responsible for any and all additional costs, including but not limited to, all liability for any costs of this program which exceed the amount of the funds received herein. Additionally, the BOARD's obligation to reimburse up to the amount of the grant funding referenced herein is conditioned upon actual receipt of the same. If for any reason the BOARD should not receive such funding, its obligations under this agreement are null and void and the terms of this agreement are not a general obligation of the BOARD or a commitment for funding out of its general revenue.

4. In the event YES fails to abide by the terms and conditions of this Agreement or Exhibit A, the BOARD may immediately suspend payments provided for under this Agreement and transfer such funding to another entity who is willing and able to perform the services provided for under this agreement.

5. In addition to- the above remedy, in the event YES defaults or is deficient in the performance of any term of this Agreement or any requirements as set out in Exhibit A, or any rules and regulations under the TANF CPI program, the BOARD shall have the right to exercise all

remedies provided by law or in equity, including, without limitation, the following:

a. Immediately terminating this Agreement without further liability of obligation of The BOARD;

b. Requiring YES to reimburse any amounts improperly expended and reprogram the use of the funds in accordance with applicable requirements;

c. Changing the method of payment to YES; and/or

d. Reducing, withdrawing, suspending or adjusting the amount of the funds given to YES under this Agreement.

6. Any persons hired or engaged by YES in the performance of this agreement shall be employees of PFI and not the BOARD for any purpose, including but not limited to, salaries, benefits, employment taxes and personnel policies and regulations.

7. The parties hereto agree that the terms and conditions of this Agreement may be amended or modified at any time upon mutual consent, in writing, of the parties hereto. No provision of this Agreement may be waived except by a written document executed by the party entitled to the benefits of the provision. No waiver of a provision will be deemed to be or will constituted a waiver of any other provision of this Agreement. A waiver will be effective only in the specific instance and for the purpose for which it was given, and will not constitute a continuing waiver.

8. Construction, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over this Agreement and venue shall be the Sixth Judicial District, Campbell County, Wyoming. Customer does not waive governmental immunity and all defenses available to it pursuant to W.S. 1-39-101 et. Al. All remedies at law, in equity, by statute or otherwise shall be cumulative and may be enforced concurrently herewith or from time to time, and the election of any one or more shall not constitute a waiver of the right to pursue other available remedies.

9. YES shall be liable to the BOARD for reasonable attorney's fees incurred by the Board in connection with the collection, or attempt to collect, any damages arising from any act or omission of YES, or its agents or from YES's failure to perform any aspect of the services or fulfill any obligations or responsibilities provided under this Agreement.

10. The provisions of this Agreement shall be severable, and if any provision shall be

prohibited by law, invalid, or unenforceable in whole or in part for any reason, the remaining provisions shall remain in full force and effect.

11. The parties agree that this writing constitute the entire Agreement between them and that there are no other agreements or understandings of any kind or character except those contained within this Agreement and the attached Exhibits.

IN WITNESS WHEREOF, the parties, by their duly authorized representatives, whom have the authority to bind the respective parties have executed this Agreement as of the dates indicated below.

CAMPBELL COUNTY

_____ _____

Colleen Faber, Chairman **DATE**

Attest:

_____ _____

Cindy Lovelace, Clerk

YES

BY: _____ _____

DATE

_____ _____

Printed Name **Printed Title**

COUNCIL OF COMMUNITY SERVICES
SUBAWARD AGREEMENT
CFDA # 93.558

THIS AGREEMENT is entered into by and between Campbell County, Wyoming, by and through its Board of County Commissioners ("BOARD"), of 500 S. Gillette Ave., Ste. 1100, Gillette, WY 82716 and the Council of Community Services, ("CCS"), of 114 S. 4-J Rd, Gillette, WY 82716;
RECITALS:

A. The BOARD has submitted its application to receive funding from the Temporary Assistance for Needy Families Community Partnership Initiative (TANF CPI) administered by the Wyoming Department of Family Services (DFS);

B. Through TANF CPI, DFS has awarded THE BOARD the total sum of Ninety One Thousand Dollars ($91,000.00) to be used as approved in the Statement of Work referenced in the Contract Between Wyoming Department of Family Services and Campbell County Commissioners, effective October 1, 2023, attached hereto as Exhibit A;

C. The BOARD has entered into a contract with DFS setting forth certain terms upon which the funding is conditioned; and,

D. The BOARD desires to provide to CCS and CCS desires to accept from the BOARD the part of the awarded proceeds; namely, the sum of Twenty Five Thousand Five Hundred Seventy Five Dollars and Seventy Five Cents ($25,575.75).

NOW THEREFORE, in consideration of the mutual covenants, agreements and representations set forth below, the above recitals, and other good and adequate consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. In exchange for the Board providing the award amount referenced in the above Recitals, CCS hereby agrees to provide services as specified and approved under the attachments referenced in Exhibit A. These services are for the period commencing October 1, 2023, and ending September 30, 2024. The terms and conditions contained in Exhibit A and all referenced attachments identified in Exhibit A are incorporated herein by this reference.

2. CCS agrees to administer the program as outlined in the attachments to Exhibit A to the best of its ability without creating exposure of liability to the BOARD. CCS shall indemnify, hold harmless and defend the Board and its commissioners, trustees, directors, officers, agents, representatives, and employees from and against any and all claims, demands, penalties, liens, losses, fines, liabilities, damages, interest, costs, or expenses (including, without limitation, reasonable attorneys' fees and court costs), whether or not involving a third party claim, arising out of or in connection with: (i) the acts, errors, omissions, conduct, or operations of CCS or any of its officers, agents, or employees; or (ii) any breach by CCS of any of the representations, warranties, covenants, obligations or duties contained in this Agreement; or (c) any violation of any federal, state, or local laws, rules, or regulations by CCS. The indemnification obligations herein shall not be limited by reason of the enumeration of any insurance coverage and shall survive the termination of this Agreement. It is specifically agreed and understood that a condition of the grant award is quarterly reporting and the gathering and keeping of data in order to secure output measure for reporting purposes. CCS agrees to cooperate in all respects with regard to complying with this requirement and all other requirements set forth in attached Exhibit A.

3. It is specifically agreed and understood that the amount of funding to be contributed by the BOARD is limited to the funding received from DFS through the TANF CPI grant referenced in the Recitals to this Agreement. CCS shall be responsible for any and all additional costs, including but not limited to, all liability for any costs of this program which exceed the amount of the funds received herein. Additionally, the BOARD's obligation to reimburse up to the amount of the grant funding referenced herein is conditioned upon actual receipt of the same. If for any reason the BOARD should not receive such funding, its obligations under this agreement are null and void and the terms of this agreement are not a general obligation of the BOARD or a commitment for funding out of its general revenue.

4. In the event CCS fails to abide by the terms and conditions of this Agreement or Exhibit A, the BOARD may immediately suspend payments provided for under this Agreement and transfer such funding to another entity who is willing and able to perform the services provided for under this agreement.

5. In addition to- the above remedy, in the event CCS defaults or is deficient in the performance of any term of this Agreement or any requirements as set out in Exhibit A, or any

rules and regulations under the TANF CPI program, the BOARD shall have the right to exercise all remedies provided by law or in equity, including, without limitation, the following:

a. Immediately terminating this Agreement without further liability of obligation of The BOARD;

b. Requiring CCS to reimburse any amounts improperly expended and reprogram the use of the funds in accordance with applicable requirements;

c. Changing the method of payment to CCS; and/or

d. Reducing, withdrawing, suspending or adjusting the amount of the funds given to CCS under this Agreement.

6. Any persons hired or engaged by CCS in the performance of this agreement shall be employees of CCS and not the BOARD for any purpose, including but not limited to, salaries, benefits, employment taxes and personnel policies and regulations.

7. The parties hereto agree that the terms and conditions of this Agreement may be amended or modified at any time upon mutual consent, in writing, of the parties hereto. No provision of this Agreement may be waived except by a written document executed by the party entitled to the benefits of the provision. No waiver of a provision will be deemed to be or will constituted a waiver of any other provision of this Agreement. A waiver will be effective only in the specific instance and for the purpose for which it was given, and will not constitute a continuing waiver.

8. Construction, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over this Agreement and venue shall be the Sixth Judicial District, Campbell County, Wyoming. Customer does not waive governmental immunity and all defenses available to it pursuant to W.S. 1-39-101 et. Al. All remedies at law, in equity, by statute or otherwise shall be cumulative and may be enforced concurrently herewith or from time to time, and the election of any one or more shall not constitute a waiver of the right to pursue other available remedies.

9. CCS shall be liable to the BOARD for reasonable attorney's fees incurred by the Board in connection with the collection, or attempt to collect, any damages arising from any act or omission of CCS, or its agents or from CCS 's failure to perform any aspect of the services or fulfill any obligations or responsibilities provided under this Agreement.

10. The provisions of this Agreement shall be severable, and if any provision shall be prohibited by law, invalid, or unenforceable in whole or in part for any reason, the remaining provisions shall remain in full force and effect.

11. The parties agree that this writing constitute the entire Agreement between them and that there are no other agreements or understandings of any kind or character except those contained within this Agreement and the attached Exhibits.

IN WITNESS WHEREOF, the parties, by their duly authorized representatives, whom have the authority to bind the respective parties have executed this Agreement as of the dates indicated below.

CAMPBELL COUNTY

_____ _____

Colleen Faber, Chairman **DATE**

Attest:

_____ _____

Cindy Lovelace, Clerk

CCS

BY: _____ _____

DATE

_____ _____

Printed Name **Printed Title**

GILLETTE CLIMB WYOMING
SUBAWARD AGREEMENT
CFDA # 93.558

THIS AGREEMENT is entered into by and between Campbell County, Wyoming, by and through its Board of County Commissioners ("BOARD"), of 500 S. Gillette Ave., Ste. 1100, Gillette, WY 82716 and the Gillette Climb Wyoming, ("CLIMB"), of 405 Boxelder Rd, #B4, Gillette, WY 82718;

RECITALS:

A. The BOARD has submitted its application to receive funding from the Temporary Assistance for Needy Families Community Partnership Initiative (TANF CPI) administered by the Wyoming Department of Family Services (DFS);

B. Through TANF CPI, DFS has awarded THE BOARD the total sum of Ninety One Thousand Dollars ($91,000.00) to be used as approved in the Statement of Work referenced in the Contract Between Wyoming Department of Family Services and Campbell County Commissioners, effective October 1, 2023, attached hereto as Exhibit A;

C. The BOARD has entered into a contract with DFS setting forth certain terms upon which the funding is conditioned; and,

D. The BOARD desires to provide to CLIMB and CLIMB desires to accept from the BOARD the part of the awarded proceeds; namely, the sum of Sixteen Thousand Five Hundred Five Dollars and Seventy Five Cents ($16,505.75).

NOW THEREFORE, in consideration of the mutual covenants, agreements and representations set forth below, the above recitals, and other good and adequate consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. In exchange for the Board providing the award amount referenced in the above Recitals, CLIMB hereby agrees to provide services as specified and approved under the attachments referenced in Exhibit A. These services are for the period commencing October 1, 2023, and ending September 30, 2024 The terms and conditions contained in Exhibit A and all

referenced attachments identified in Exhibit A are incorporated herein by this reference.

2. CLIMB agrees to administer the program as outlined in the attachments to Exhibit A to the best of its ability without creating exposure of liability to the BOARD. CLIMB shall indemnify, hold harmless and defend the Board and its commissioners, trustees, directors, officers, agents, representatives, and employees from and against any and all claims, demands, penalties, liens, losses, fines, liabilities, damages, interest, costs, or expenses (including, without limitation, reasonable attorneys' fees and court costs), whether or not involving a third party claim, arising out of or in connection with: (i) the acts, errors, omissions, conduct, or operations of CLIMB or any of its officers, agents, or employees; or (ii) any breach by CLIMB of any of the representations, warranties, covenants, obligations or duties contained in this Agreement; or (c) any violation of any federal, state, or local laws, rules, or regulations by CLIMB. The indemnification obligations herein shall not be limited by reason of the enumeration of any insurance coverage and shall survive the termination of this Agreement. It is specifically agreed and understood that a condition of the grant award is quarterly reporting and the gathering and keeping of data in order to secure output measure for reporting purposes. CLIMB agrees to cooperate in all respects with regard to complying with this requirement and all other requirements set forth in attached Exhibit A.

3. It is specifically agreed and understood that the amount of funding to be contributed by the BOARD is limited to the funding received from DFS through the TANF CPI grant referenced in the Recitals to this Agreement. CLIMB shall be responsible for any and all additional costs, including but not limited to, all liability for any costs of this program which exceed the amount of the funds received herein. Additionally, the BOARD's obligation to reimburse up to the amount of the grant funding referenced herein is conditioned upon actual receipt of the same. If for any reason the BOARD should not receive such funding, its obligations under this agreement are null and void and the terms of this agreement are not a general obligation of the BOARD or a commitment for funding out of its general revenue.

4. In the event CLIMB fails to abide by the terms and conditions of this Agreement or Exhibit A, the BOARD may immediately suspend payments provided for under this Agreement and transfer such funding to another entity who is willing and able to perform the services provided for under this agreement.

5. In addition to- the above remedy, in the event CLIMB defaults or is deficient in the performance of any term of this Agreement or any requirements as set out in Exhibit A, or any rules and regulations under the TANF CPI program, the BOARD shall have the right to exercise all remedies provided by law or in equity, including, without limitation, the following:

a. Immediately terminating this Agreement without further liability of obligation of The BOARD;

b. Requiring CLIMB to reimburse any amounts improperly expended and reprogram the use of the funds in accordance with applicable requirements;

c. Changing the method of payment to CLIMB; and/or

d. Reducing, withdrawing, suspending or adjusting the amount of the funds given to CLIMB under this Agreement.

6. Any persons hired or engaged by CLIMB in the performance of this agreement shall be employees of CLIMB and not the BOARD for any purpose, including but not limited to, salaries, benefits, employment taxes and personnel policies and regulations.

7. The parties hereto agree that the terms and conditions of this Agreement may be amended or modified at any time upon mutual consent, in writing, of the parties hereto. No provision of this Agreement may be waived except by a written document executed by the party entitled to the benefits of the provision. No waiver of a provision will be deemed to be or will constituted a waiver of any other provision of this Agreement. A waiver will be effective only in the specific instance and for the purpose for which it was given, and will not constitute a continuing waiver.

8. Construction, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over this Agreement and venue shall be the Sixth Judicial District, Campbell County, Wyoming. Customer does not waive governmental immunity and all defenses available to it pursuant to W.S. 1-39-101 et. Al. All remedies at law, in equity, by statute or otherwise shall be cumulative and may be enforced concurrently herewith or from time to time, and the election of any one or more shall not constitute a waiver of the right to pursue other available remedies.

9. CLIMB shall be liable to the BOARD for reasonable attorney's fees incurred by the

Board in connection with the collection, or attempt to collect, any damages arising from any act or omission of CLIMB, or its agents or from CLIMB's failure to perform any aspect of the services or fulfill any obligations or responsibilities provided under this Agreement.

10. The provisions of this Agreement shall be severable, and if any provision shall be prohibited by law, invalid, or unenforceable in whole or in part for any reason, the remaining provisions shall remain in full force and effect.

11. The parties agree that this writing constitute the entire Agreement between them and that there are no other agreements or understandings of any kind or character except those contained within this Agreement and the attached Exhibits.

IN WITNESS WHEREOF, the parties, by their duly authorized representatives, whom have the authority to bind the respective parties have executed this Agreement as of the dates indicated below.

CAMPBELL COUNTY

_____ _____

Colleen Faber, Chairman **DATE**

Attest:

_____ _____

Cindy Lovelace, Clerk

CLIMB

BY: _____ _____

DATE

_____ _____

Printed Name **Printed Title**

COVER PAGE

1. County/Tribe: Campbell County

2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to the Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

   Name: Kristin Young

   Title: Grants Management Specialist

   Organization: Campbell County

   Address: 500 South Gillette Ave., Suite 1100

   Phone: 307-687-6324

   Email address: kristin.young@campbellcountywy.gov

3. Primary Contact for the Sub-recipient. Implements the program.

   Name: ***Please see individual responses.***

   Title:

   Organization:

   Address:

   Phone:

   Email address:

4. Program Name: Campbell County – TANF/CPI

5. Requested Amount: $91,000

6. Authorized Representative/County Commissioner Chair:
   (No signature required here. Signature is required on the Assurance page)

   Date: April 21st, 2023

   Phone: 307-687-6324

   E-Mail: colleen.faber@campbellcountywy.gov

PROPOSAL

A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

   Please see individual applications for response.

2. Is this program different from previous programs operated with TANF funds in the past?
   Yes ☐ No x☐ If so, how is it different?

3. Area(s) served. *Please see individual applications for response.*

Population served. *Please see individual applications for response.*

Beginning and end date of program. *Please see individual applications for response.*

3. Program availability: when is the program offered (i.e. time of day, how often, time of year)?

Please see individual applications for response.

B. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

Please see individual applications for response.

2. What is the resource gap(s) that is being addressed by your program?

Please see individual applications for response.

3. Describe what research based programs and strategies will be utilized to make the program successful.

Please see individual applications for response.

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C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.

Please see individual applications for response.

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resource that will be provided
Please see individual applications for response.	*Please see individual applications for response.*

3. Describe how the program will be sustained by the community beyond the funding period.

D. Project Goals and Outcomes

1. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?

Please see individual applications for response.

2. **Outcomes:** Using the chart below, please identify the **measurable** outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Please see individual applications for response.	*Please see individual applications for response.*	*Please see individual applications for response.*	*Please see individual applications for response.*

3. Describe your data collection methods to be used.

Please see individual applications for response.

4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

Please see individual applications for response.

G. TANF Recruitment

1. Describe your recruitment and enrollment process or TANF eligible individuals/families?

Please see individual applications for response.

2. What is the projected number of TANF eligible individuals that will be served by this program?

Please see individual applications for response.

3. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

Please see individual applications for response.

BUDGET

Instructions:

1. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.

2. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.
   a. The Proposer shall submit a proposed budget in line item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
   b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.
   c. The Proposer shall separate all administrative costs to verify compliance with administrative limitations.
   d. Administrative expenses shall not exceed 10% of the non-administrative expenses.

3. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/families vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.

4. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, supplies, facilities rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

Budget:

1. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)

Please see individual applications for response.

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

Please see individual applications for response.

Organization Name: Campbell County Commissioners **Annual Amount Requested from Proposal:** $91,000.00			
	Program Costs	**Administrative Costs**	**Summary and Justification for Budget Expense**
Salaries Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	$56,775.75	$4,535.75	*Please see individual applications for response.*
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Benefits for all staff who provide direct client services.	$9,197.00		*Please see individual applications for response.*
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Taxes for all staff who provide direct client services.	$4,720.00		*Please see individual applications for response.*
Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use. *cannot include computers or IT equipment*	$2,085.50	$181.00	*Please see individual applications for response.*
Recruiting and Marketing *cannot include promotional items.			
Travel Travel necessary to serve participants.			
Rent and utilities Rent and utilities for space provided to direct services for participants.	$1,200.00		*Please see individual applications for response.*
Participant Tuition and Class Fees	$9,206.00		*Please see individual applications for response.*

Participant Class Supplies and Materials	$349.00		*Please see individual applications for response.*
Participant License and Certification Fees			
Participant Drug and Aptitude Screening Can include other types of assessments.	$1,050.00		*Please see individual applications for response.*
Work Support Services and Clothing			
Participant Wages			
Participant Fringe Benefits			
Participant Incentives	$900.00		*Please see individual applications for response.*
Other Participant Needs: Description -	$800.00		*Please see individual applications for response.*
Program and Administrative SUB-Totals	$86,283.25	$4,716.75	Total Administrative Costs cannot exceed 10% of your total ***Program*** Costs
TOTAL BUDGET (Program + Admin)	$91,000		
Number of TANF Participants Planning to Serve	**CLIMB – 80** **Council – 15** **PFI – 7** **YES House - 15**		
Cost Per TANF Participant	**CLIMB - $206.32** **Council - $1,705.05** **PFI - $1,529.39** **YES House - $2,547.52**		

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COVER PAGE

1. County/Tribe: Campbell County

2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to the Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

   Name:

   Title:

   Organization:

   Address:

   Phone:

   Email address:

3. Primary Contact for the Sub-recipient. Implements the program.
   Name: Dane Joslyn
   Title: Program Director
   Organization: Gillette Climb Wyoming

   Address: 405 West Boxelder Road #B4, Gillette, WY 82718
   Phone: 307-685-0450
   Email address: dane@climbwyoming.org

4. Program Name: Climb Wyoming in Campbell County

5. Requested Amount: $16,505.75

6. Authorized Representative/County Commissioner Chair:
   (No signature required here. Signature is required on the Assurance page)

   Date: Phone: E-Mail:

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PROPOSAL

1. Please provide a synopsis of the program you propose.

   Climb Wyoming's mission is for low-income single mother families to discover self-sufficiency through career training and placement. Providing free services to those most in need, Climb excels at supporting TANF families and directly aligns with TANF purposes. Climb will recruit approximately 50 candidates and work closely with them to increase their stability through connection to critical resources. Climb will enroll approximately 20 TANF eligible single mothers in career training programs, and continue services to about 10 mothers already enrolled in the training and job placement phase, for a total of 30 participants. Key components of the intensive training include life skills and work readiness skills, mental health services, industry-specific skills aligned with each career, and job placement based on each participant's unique strengths and interests. Climb will also continue to work with approximately 35 graduates that receive continued support by staff that is often critical to their long-term job success. Climb staff provide hundreds of hours of support to the single mothers they work with in each phase of the program.

2. Is this program different from previous programs operated with TANF funds in the past?
Yes ☐ No ☑ If so, how is it different?

3. Area(s) served.

   Gillette Climb primarily serves low-income single mothers from Campbell County.

4. Population served.

   Climb serves those most in need across the state. On average, Climb participants enter the program at 30% of the Federal Poverty Level. More than half of the participants seeking Climb services are unemployed and the remaining 45% of participants are employed in low wage jobs. Climb moms' barriers to employment are significant as demonstrated through the following statistics: 60% have children under the age five; 68% are facing intergenerational poverty; 41% have changed jobs more than three times in one year; 34% of participants indicate a history of substance abuse; 38% have defaulted or failed to pay a loan; 56% indicate having a legal history; and only 16% of participants come to Climb with private health insurance.

5. Beginning and end date of program.

   October 1, 2023 - September 30, 2024

6. Program availability: when is the program offered (i.e. time of day, how often, time of year)?

   The Gillette Climb site usually runs two trainings per year offered in the Spring and Fall. Program research and planning happens throughout the year along with candidate services and recruitment. Once the training focus is determined, outreach to potential participants and information meetings are held advertising the upcoming training. The intensive portion of the training lasts on average for three months depending on the job skills training curriculum and certificate type. The career training serves a group of 10 to 12 TANF eligible single mothers. Program days run from approximately 9am - 5pm. The length of the intensive portion of the training allows participants to enter the workforce as quickly as possible. Beyond job training, this phase includes life and workplace skills and therapeutic support. The subsidized job placement lasts approximately six to eight weeks and is tailored to meet the needs and goals of each participant. After this time period, the participant is expected to find success in their career and can access graduate support services. After program completion and job placement, Climb graduates have consistent communication with staff and their peers to support their long-term success.

B. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

   At Climb, we strive for a safe, open, affirming, and inclusive environment – an environment that allows both single mothers and staff to thrive. As Climb serves families most in need, staff know it is crucial to meet a diverse population with inclusive strategies and practices. The average age of Climb participants is 30 with 45% of participants between the ages of 21 and 30. On average, each participant has two children.

   Single moms have carried the burden of the pandemic, suffering more than any other household type from job loss, food insecurity, and lack of childcare options. According to the Census Bureau's Household Pulse Survey Data, single mother families reported struggling with food and rent at higher rates during the COVID-19 Pandemic (38% of single mothers versus 19% single fathers and 18% multi-parent). Single mothers risk falling further behind amid the turbulence of the post-pandemic economy as a result of inflation, rising costs for necessities, and statewide housing shortages.

   The toxic stress of poverty—feeling scared, juggling hard decisions, being hungry—dramatically impacts how the brain functions. The single moms who come to Climb are under such high levels of stress that it has impacted their emotional regulation, planning, and decision-making abilities, which creates barriers to work readiness and success. Poverty passed down from one generation to the next creates significant barriers to job success, trapping low-income single mothers and their children in a cycle that Climb participants are ready to break.

2. What is the resource gap(s) that is being addressed by your program?

   The generational cycle of poverty creates isolation in the lives of the single mothers who come to Climb. Lacking strong and positive relationships is a barrier to success that Climb participants face. The Climb program works in groups of 10-12 moms that allow participants to discover relationships and engage with their peers, learn conflict resolution and self-regulation, build networks that last beyond the program, foster relationships that build trust and safety, and accelerate their skills to find success at work and at home. Finding a place in a professional community directly relates to a graduate's ability to maintain employment after the program. Over the past 36 years, Climb has leveraged and adapted the best of our group model design.

   According to the US News and World Report (June 10, 2021), two-thirds of professional mental health shortages are in rural or partially rural parts of the country, the report says, "Wyoming has the largest proportion of their populations living in mental health shortage areas, at 96.4%". Mental health is a foundation of the Climb model and each site prioritizes contracting with a Licensed Mental Health Provider. The Mental Health Provider guides the team in maintaining a psychologically informed environment. All participants complete a pre- and post-Mental Health Assessment, allowing participants to be honest and forthright about their histories and struggles, while supporting staff in quickly understanding barriers to support each mom into the future. Weekly group counseling sessions are one of the most important parts of the program and are central to the Climb model. Consistent individual counseling sessions assist participants in increased awareness, identifying and understanding their unique and individual strengths, and strategies to support their challenges.

3. Describe what research based programs and strategies will be utilized to make the program successful.

   Key components and strategies to make the program successful include the following:
   - **Pre-program stabilization:** includes one-on-one work to connect to critical resources while maintaining a focus on employment
   - **Comprehensive case management:** provided by staff who create trust and a safe environment to address the most difficult barriers and assess needs and priorities

- **Industry research:** staff network throughout the year to identify high-growth training and employment opportunities and high-demand occupations to provide workforce solutions
- **Mental health:** includes pre- and post-assessments to identify barriers, group and individual counseling focused on increasing awareness and practicing skills to support long-term success at work
- **Skills training:** life skills and work readiness skills such as budgeting, conflict management, healthy relationships, and parenting as well as pre-employment skills such as job searching, resume writing, mock interviews, and workplace communication
- **Job training and placement in high-demand careers:** improves family economic stability and decreases dependence on government benefits
- **Working in cohorts:** creates support network and a community in which women practice healthy relationships and communication, build confidence and learn the value of social capital as they begin new careers
- **Post-program support:** graduate support includes networking, group meetings, problem-solving difficult work situations and celebrating success
- **Flexible program design:** allows staff to shift industry training based on local economic needs while also adapting training to be in person or online based on community needs, health and safety

C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.

   Since collaboration is a cornerstone of our efforts, Climb leverages existing services without duplication. Staff will work closely with partners and collaborating organizations to share strengths and resources. During recruitment and candidate outreach, Climb works with referral agencies to engage participants including the Department of Family Services, Gillette Abuse Refuge, Campbell County Adult Probation, Second Chance Ministries, and more. During training, Climb collaborates with community colleges and training entities to design effective curriculum and schedules. Community members representing different sectors provide work readiness and life skills training sessions. Local professionals often volunteer as mock interviewers. During the career placement phase, Climb collaborates with employee partners. In Fall 2022, Gillette Climb ran a very successful Commercial Driver's License training. Employer partners included: Blakeman Propane, Campbell County School District - Transportation, Homax Oil Sales, Line Finders, and Titan Solutions. After participants are placed in careers, Climb provides ongoing support by referring women to local community partner organizations as needed.

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resources that will be provided
Council of Community Services	Community partner
Salvation Army	Community partner
Campbell County Health System	Employer and community partner
Blakeman Propane	Employer partner
Campbell County School District	Employer partner
Healing Hearts Home Health	Employer partner
Homax Oil	Employer partner
Line Finders, LLC	Employer partner
Department of Workforce Services	Referral and resource partner

Gillette Abuse Refuge Foundation	Referral and resource partner
Campbell County Adult Probation	Referral partner
Department of Family Services	Referral partner
Second Chance Ministries	Referral partner
Campbell County Extension Office	Referrals and resources partner
Legal Aid Wyoming	Resource partner
YES House Transitional Living	Resource partner
Legacy Living and Rehab Center	Training and employer partner
Mountain West Commercial Driving School	Training and employer partner
Gillette College	Training partner

Describe how the program will be sustained by the community beyond the funding period.

To continue providing a comprehensive tuition-free program to Campbell County low-income single mothers and their families, Climb relies on critical public funding including the funding received from the *Community Partnership Initiative* grant. Climb recognizes the importance of diversified braided funding to support long-term sustainability. Collaboration with individual and corporate donors as well as local city and county funding allows Climb to remain sustainable in Campbell County while responsibly leveraging donations with this grant. For many years, Climb's effective model has worked to move Campbell County families out of poverty and has supported the TANF program's important purposes.

D. Project Goals and Outcomes

1. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?

The Climb proposal serving TANF eligible families includes the following goals:

- The Climb Wyoming program improves family economic stability by offering free case management and career training leading to long-term employment to those most in need. As participants move into full- time employment, their average monthly wages more than double.
- Training will be linked to high-growth and high-demand occupations. Climb has flexibility to adapt trainings driven by industry needs and has offered many different programs in industries such as Commercial Driver's License, Professional Office Careers, and Medical Careers that meet local workforce needs.
- Moms will decrease dependency on government benefits. Two years post-program, over 75% of graduates who were using food stamps before Climb decreased their dependence.
- Climb's comprehensive model includes extensive life and work readiness skills that address barriers and prepare participants for work including parenting, nutrition, and budgeting and resume preparation, interviewing, and conflict management.
- All participants will receive group and individual counseling from a Wyoming Licensed Mental Health Counselor.
- Climb staff provide case management for all single mothers who connect to Climb. Climb case management focuses on employment and is dynamic and unique to each mom's specific barriers.
- Climb's expertise in rural poverty alleviation includes connecting single mothers to community partners and networks across the State. Staff maintain strong relationships with referral agencies and community partners for collaboration.
- Climb Business Liaisons will develop employer partnerships and work with each participant to help secure long-term employment opportunities and participate in employer evaluations.

- The Climb model offers a group concept allowing participants to discover relationships and engage with their peers, learn conflict resolution and self-regulation, and build networks.

Climb's innovative and comprehensive programming leads low-income single mothers into long-term employment to support the purposes of the Temporary Assistance for Needy Families (TANF) program. The therapeutic and skills-based programming helps end the dependence of single mother families on government benefits. The State of Wyoming has saved $117 million over the past 35 years from decreased dependence on public assistance programs (i.e., food stamps, insurance, and housing) among graduates

(Wyoming Department of Family Services, Wyoming Department of Health-Medicaid, Wyoming LIHEAP FY2017 State Profile, U.S. Department of Housing and Urban Development).

Climb's two-generational approach, including family days, parenting skills, and case management, allows children to be cared for in their own homes. Staff have seen that when parents increase their income, children have greater access to academic and extracurricular activities, more stable schedules, and role models for career success. Along with increased income and consistent schedules, Climb participants learn about themselves through weekly counseling, life skills classes, and communication strategies. Climb programming supports the additional TANF purposes by providing mental health services, program design including the cohort model, providing access to women's healthcare, and connection to resources and life skills focused on healthy relationships, communication, and boundaries.

2. **Outcomes:** Using the chart below, please identify the **measurable** outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Show progress each quarter toward the final goal of 80% of the individuals enrolled in the program successfully completing the program.	80% of participants who enter the program will successfully complete it.	During recruitment, Climb staff help participants address any barriers including childcare and transportation. During the program Climb advocates for participants and provides mental health counseling to overcome barriers for success.	Climb tracks the participants who graduate in our customized participant database that can demonstrate trends over time.
75% of Climb program graduates will be employed after program completion.	75% of these program graduates will be employed after program completion.	Climb programs include pre-employment skills including job searching techniques, resume writing, interviewing techniques, employee/employer relationships, and job retention. Climb staff work with the participants to ensure a successful interview process and support the participant during job placement as she practices new skills.	Climb conducts participant follow- ups at 3-month intervals from program completion to 24 months post program. Climb collects employment data such as place of employment, hours per week and hourly wages as well as participant and child health insurance data. From program end to 12 months, Climb collects this data by Climb staff contacting participants via phone, email or text. From 15-24

			months, Climb contracts with the Wyoming Survey and Analysis Center (WYSAC) to conduct the follow- ups via phone survey.
Show progress each quarter toward the final goal of individuals who completed the program earning 90% higher wages than when they entered the program.	75% of program graduates will be employed after program completion and will be earning a 90% higher wage than they were before the program.	Comprehensive training develops the participants' strengths and builds upon them through extensive training in high-demand, high-growth occupations that lead to self-sufficient wages. Climb staff follow up with employers to establish performance evaluations and communication for long-term success.	Climb conducts participant follow- ups at 3-month intervals from program completion to 24 months post program. Climb collects employment data such as place of employment, hours per week and hourly wages as well as participant and child health insurance data.
Show progress each quarter toward the final goal of 90% of the individuals who complete the program experiencing a decrease in the dependence on food stamps.	Over time, 90% of program graduates will show a decrease in their dependence on food stamps.	To continue to support the participants, Climb staff members meet with graduates after they finish the program to sustain success in the workplace and family stability.	In order to assess decreasing dependence on government benefits, Climb collects food stamp and childcare data from the Wyoming Department of Family Services.
50% of Climb program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public health insurance.	Of the graduates who enter the program utilizing public health insurance 50% will end their dependence on public health insurance.	To continue to support the participants, Climb staff members meet with graduates after they finish the program to sustain success in the workplace and family stability.	In order to assess decreasing dependence on government benefits, Climb collects health insurance data from the participants through the surveys.
Increased knowledge and skills regarding healthy relationships, strong and stable environments, communication and health behaviors.	100% of single mother who enter the Climb program will have received life skills training and mental health counseling.	Climb offers life skills classes as parenting, budgeting, nutrition and more. Climb contracts with a licensed Mental Health Provider at each site and each participant receives individual and group counseling.	Climb staff determine the life skills for each program based on the needs of the participant group. All participants must participate in the mandatory individual and group counseling component of the Climb program.

3. Describe your data collection methods to be used.

Climb prioritizes data and outcomes to inform efficacy of programming. Climb staff track candidates, participants who enroll in the Climb program, and graduate services post-program. Staff track the number of graduates employed in unsubsidized positions, the job retention status of participants, and wage progression for two years post-graduation. Climb staff conduct graduate follow-ups at 3-month intervals from program completion to 12 months post-program. To ensure data integrity, Climb partners with the Wyoming Survey and Analysis Center (WYSAC) to conduct the follow-ups during the 15-24 month time period. A customized database tracks program records and ensures accurate, ongoing data collection. Climb utilizes participant self-report forms, staff observations, interviews, and records to document each participant's progress and program outcomes. A pre- and post-program mental health assessment identifies mental health symptoms and tracks decreases in symptoms post-program. Data will be provided in quarterly

reports to validate outcomes. Quarterly reports will include training completion, and hourly wage pre-program and hourly wage post-program. These quantitative goals were selected because they can be consistently tracked and verified using participant or employer interviews and public records.

4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

Staff track the number of TANF eligible participants who enroll in and complete the career training and placement phase of the program. Progress is tracked on a monthly report for each program. Individualized and ongoing support throughout the program allows participants to complete the program successfully while addressing barriers to work. This effort has translated into an average completion rate of 98% in 2022. This graduation rate exceeds outcomes from other programs in Wyoming and across the nation.

Staff track the number of graduates who maintain unsubsidized employment after program completion as well as the details of their employment. At program start, on average, 45% are unemployed; those who are working are typically in low-wage jobs with little potential for growth. Historically, the average monthly wages at application (if employed) are $1,140/month and two years post-program, $2,540/month.

As participants more than double their monthly wage, they also decrease their dependence on government benefits and services. Climb staff collect data on the dependence on public health insurance pre- and post-program, while DFS staff provides data on dependence on food stamps pre- and post -program. For example, 78% of graduates who were using food stamps before Climb decreased their dependence two years later. Additionally 80% of Climb graduates are insured two years post-program. This, compared to only 16% with private health insurance when they come to Climb.

E. TANF Recruitment

Describe your recruitment and enrollment process or TANF eligible individuals/families?

Each Climb site has staff that serve as a case manager for moms and provide ongoing guidance and support throughout the program. Staff recruit candidates who are most in need. During the recruitment phase, staff outline the required knowledge, skills, and abilities, and other training and job requirements for the identified occupation. Staff also evaluate each candidate's level of competency in the area. Staff conduct a thorough assessment to determine additional services available in the community which may include food stamps, childcare assistance and housing, or counseling. Accessing these services and experiencing the stability they can provide a family is critical to successfully completing the program and starting a long-term career. Staff connect candidates to these services and support them along the way. If the candidate is not ready for the program, staff remain in contact with them for potential admission into a future program when they are more stable and ready.

2. What is the projected number of TANF eligible individuals that will be served by this program?

Climb will recruit approximately 50 candidates and work closely with them to increase their stability through connection to critical resources. Climb will enroll approximately 20 TANF eligible single mothers and continue services to about 10 mothers already enrolled in the career training and job placement phase program for a total of 30 participants. Climb will also continue to work with approximately 35 graduates that receive continued support by staff that is often critical to their long-term job success.

3. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

Climb uses a rigorous process to ensure income eligibility for the Climb program. If a potential participant is utilizing food stamps, Climb program staff members verify this information with DFS to confirm TANF eligibility. If the potential participant is not utilizing food stamps, Climb program staff members verify employment and wages by checking pay stubs or verifying income with the applicant's employer to ensure that household income is less than or equal to 185% of the Federal Poverty Level. Other family income documents such as unemployment stubs, tax returns, or income verification from other applicable family members are also collected and included in documentation as applicable. Eligibility is documented in each participant's file and reviewed by a Climb home office employee who is specifically trained in eligibility determination. Any questions about eligibility are directed to the State of Wyoming's DFS TANF Program Manager prior to a participant's acceptance to Climb.

BUDGET

Instructions:

1. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.

2. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.
    a. The Proposer shall submit a proposed budget in line item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
    b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.
    c. The Proposer shall separate all administrative costs to verify compliance with administrative.
    d. Administrative expenses shall not exceed 10% of the non-administrative expenses.

3. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/families vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.

4. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, supplies, facilities rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

Budget:

1. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)

City of Gillette	$29,500	Pending
Campbell County	$24,000	Pending
Daniels Fund	$25,000	Secured
Hughes Foundation	$25,000	Secured
Powder River Energy Corporation	$5,000	Will Apply
Cross Charitable Foundation	$5,000	Secured

Wyoming Community Foundation	$5,000	Pending
Devon Energy	$3,000	Pending
First Interstate Bank - Gillette	$2,500	Secured
State Farm	$2,500	Will Apply
Wells Fargo	$2,000	Will Apply
Individual Donors	$40,000	Secured and Pending

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

The following calculation is Climb's projected Return on Investment (ROI) for the proposed program:

- Impact without Program: Climb participants are making an average annual wage of $16,272 before the program ($1,356 per month for 12 months).
- Impact from Program: 90 days post program, graduates are employed making an average annual wage of $27,588 ($2,299 per month for 12 months).
- Total increase in wages over first year period = Impact from program $27,588 - Impact without program $16,272 = $11,316.
- Total Cost per Client Served = $16,505.75 divided by 80 clients = $206. Number of clients totals 50 candidates, 20 new participants, and continued services to 10 participants.
- Climb ROI = **54.93 to 1** based on $11,316 ÷ $206.
- Climb ROI over the lifetime of a participant = **1,923 to 1** based on an average age of participant being 30 and working until age 65 (35 years post program) at an increased wage of $11,316: 35 years x $11,316 = $396,060 ÷ $206.

Organization Name: Climb Wyoming in Campbell County

Annual Amount Requested from Proposal: $16,505.75

	Program Costs	Administration Costs	Summary and Justification for Budget Expense
Salaries Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	10,500.00	1,495.75	Program Director ($68,000 annual salary) is responsible for oversight and/or implementation of all aspects of the Climb program model with a primary focus on program coordination, planning and administration. Assistant Program Director ($52,000 annual salary) is responsible for assisting the Program Director with implementation of all aspects of the Climb program model with a primary focus on program coordination and planning. Both positions provide direct program services to participants, including recruitment, intensive training, job-placements, and counseling. Administrative salaries are to support Climb's centralized home office administrative staff that support the entire statewide operations to handle such things as budgeting, grant

			reporting, financial processing, insurance, auditing, and human resources. The amount reflected on this budget represents an allocation of time spent directly supporting the site as well as this grant.
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	600.00		Retirement, health, dental, vision, and life insurance expenses for those employees that participate in Climb's insurance plan. (Program Director, $18,438; Assistant Program Director, $1,639)
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	1,010.00		Employer paid payroll taxes are estimated at 10% of the salaries budgeted. (Program Director, $6,800; Assistant Program Director, $5,200)
Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use. *cannot include computers or IT equipment			
Recruiting and Marketing *cannot include promotional items			
Travel Travel necessary to serve participants.			
Rent and utilities Rent and utilities for space provided to direct services for participants.	1,200.00	N/A	Rent and utilities for office space, classrooms, and group/individual mental health treatment space. Also includes phone, fax, internet services, and cleaning of office space.
Participant Tuition and Class Fees			
Participant Class Supplies and Materials			
Participant License and Certification Fees			
Participant Drug and Aptitude Screening Can include other types of assessments.			
Work Support Services and Clothing			
Participant Wages			
Participant Fringe Benefits			

Participant Incentives	900.00	N/A	Incentives earned by participants for completed goals to assist them with living expenses while in training.
Other Participant Needs: Mental Health Provider	800.00	N/A	Amounts paid to contracted mental health provider for group and individual counseling services.
Program and Administrative SUB-Totals	15,010.00	1,495.75	Total Administrative Costs cannot exceed 10% of your total ***Program*** Costs
TOTAL BUDGET (Program + Admin)	16,505.75		
Number of TANF Participants Planning to Serve	80		
Cost Per TANF Participants	206.32		

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COVER PAGE

1. County/Tribe: Campbell County

2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to the Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

   Name: Kristin Young Title: Grants Specialist

   Organization: Office of Commissioners

   Address: 500 S. Gillette Ave. Suite 1100 Gillette, WY 82716

   Phone: 307-687-6324

   Email address: Kristin.young@campbellcountywy.gov

3. Primary Contact for the Sub-recipient. Implements the program.

   Name: Mikel Scott

   Title: Executive Director

   Organization: Council of Community Services

   Address: 114 S. 4J Road Gillette, WY 82716

   Phone: 307-686-2730

   Email address: mikel@ccswy.org

4. Program Name: Permanent Supportive Housing for Chronically Homeless Families

5. Requested Amount: $25,575.75

6. Authorized Representative/County Commissioner Chair:

(No signature required here. Signature is required on the Assurance page)

Date:

Phone:

E-Mail:

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PROPOSAL

A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

The Council of Community Services is applying for funding for our Permanent Supportive Housing for Homeless Families (Keeping Families Together Program). Our program operates under the tenants of Low-Barrier Housing and the Keeping Families Together format. The services provided under our Supportive Housing program are designed to help parents struggling with overwhelming poverty and complex physical or mental health issues. The program works with the parents through the interventions of both our Council of Community Services Housing Case Manager, and the designated DFS case manager who work together providing constant support and stable and reliable housing. By partnering with DFS, we can provide wrap-around supportive services to six (6) families in our apartments. The goal of the program is to build the parents capacity to parent through aligned case management, a variety of classes such as parenting, health, budgeting, and even gardening, as well as assistance through the Council' s other poverty alleviating programs.

The Keeping Families Together model focuses on the idea of creating a stronger environment for the entire family-not just the child or just the parents. Using this model, the families become the focal point for holistic intervention and support, preventing crisis situations and the removal of children to foster care. This form of supportive housing for vulnerable families can break the intergenerational cycle of poverty, homelessness, and abuse by providing families with services they need to stay together. It creates a better environment for the children and parents and protects children who are otherwise at high risk for abuse and neglect. Without the supportive services provided by the Council, these families may not succeed in other forms of affordable housing. By partnering child welfare services and homeless assistance programs, together we can address the complex needs of high needs families rather than each agency focusing on individual parts and pieces of the problem. Our program is different than any other program in our community and is one of only a few in the Nation. It is the only housing program in our community that houses families together and focuses on the success of the family as a whole. The Keeping Families Together initiative is the first federal investment specifically focused on creating supportive housing to reduce child welfare system involvement through the investment made by the US Department of Health and Human Services Administration for Children Youth and Families (ACYF) for a five-year evaluation in five sites based on the success of the CSH Keeping Families Together pilot programs. The Council believes that this program will prevent foster care placement for those families who are homeless or unstably housed and is a high need in our community. Data on Supportive Housing for Families Working with Department of Family Services shows that it not only increases families housing stability, but it has also been shown to improve outcomes across multiple domains such as education, employment, and health care access. These are all improvements in domains that will help to prevent future poverty situations for these families and children.

1. Is this program different from previous programs operated with TANF funds in the past?

Yes ☐ No x☐ If so, how is it different?

2. Area(s) served. Campbell County

3. Population served.

This program serves chronically homeless, low-income families with open cases with DFS.

Families are first identified for our program through their DFS case manager. The DFS case manager uses a set of criteria provided by the Council which prioritizes chronically homeless families and meets the McKinney-Vento definition of homelessness or homeless definitions under other federal statutes. The scoring tool provided to DFS shows that each family must meet family income level that is less than 50% below current HOME median income guidelines, and we prioritize a family who is chronically homeless. Families must also meet all four (4) criteria categories and atleast one criterion in each subcategory. The four (4) categories include: (1) Family has long term or repeat pattern of homelessness or housing instability (2) Family has an open case with Child Protective Services (3) Primary caregiver has persistent challenges and little support (4) Other risk factors that might put families within a higher risk factor for Child Protective Services. These risk factors include subcategories such as domestic violence, age of youngest child is under two, primary caregiver has a criminal arrest history within the past five years, household has been involved with child protective services in the past, and primary caregiver has a history of abuse or neglect as a child or spent time in the foster care system as a child. Since supportive housing is an intensive intervention and a scarce resource, only the highest need households, those facing complex challenges and for whom housing is a factor in the imminent placement

of children in out of home care, should receive services. The criteria and subcategories were meticulously chosen through the guidance of the Corporation for Supported Housing and have been used successfully by Keeping Families Together initiatives through the country. It was also designed for targeting criteria within a federal framework to ensure that supportive housing served households for whom the program would likely have the biggest effect. The key eligibility criteria for households include child welfare involved households. Households that are most likely to experience negative child welfare outcomes (e.g. out of home placement, long-term open cases, reentry to the child welfare system in the form of re-reports of abuse or neglect, and repeat open cases), households with high service needs (households with multiple needs, such as mental or physical health problems, substance use, or disabled children), and households with severe housing issues (households who are homeless or unstably housed).

4. Beginning and end date of program.

This program will run continuously. CCS operates on a calendar year budget.

5. Program availability: when is the program offered (i.e. time of day, how often, time of year)?

This program focuses on stable housing, it will run continuously. Families will be able to stay in the program as long as they need to feel stable and be successful. Typically, this is shortly after they have had success in closing their DFS case and have utilized CCS's case manager to help them find stable housing within their budget.

2. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

In initial discussion with our local DFS office, they had a 50-family waitlist that would qualify for these apartments. We have also seen an increase in the past several years at our Homeless Shelter for families. In 2022 we opened our family rooms upstairs, which has increased the number of families presenting at the Shelter for services.

CCS received an award to renovate our homeless shelter to accommodate more families, although the shelter is not the best place for families. According to data provided by Campbell County Department of Family Services, according to Casey Family Programs, Wyoming had 1,027 kids enter the foster care system. The Council's goal through our program, is to reduce the number of children going into foster care, as well as, reduce the number of children entering and leaving the foster care system multiple times. Not only does this help the parents and children, it reduces the high cost associated with the foster care system. In Wyoming, the current rates for foster care ranged from $645.00 to $732.00 a month per child.

2. What is the resource gap(s) that is being addressed by your program?

Working in extremely close partnership with the case managers and administration at our local Department of Family Services, we will work to address family homelessness and instability. This is the only supportive housing program for families in Campbell County. By immediately securing housing and then providing supportive services such as access to education, medical and dental assistance, assistance with legal fees, and basic life skills, we are helping families stay together and providing a pathway to stability.

In our supportive service facility, each family is ensured access to nutritional food, diapers, formula, and a case manager that will help them work with other agencies or facilities to provide them with what they need to care for themselves and their children. Children are more likely than adults to live in poverty in America. Child-care costs, lack of living wages, costly housing, and other factors drive many families with children into debt and put economic stability out of reach. In Wyoming, 11.0% of children under 18 lived in families with incomes under the poverty line in 2019.

12.2% of families experienced hunger and food insecurity and 8.8% of families had used high cost, high risk forms of credit to make ends meet in 2017. It can be assumed that these percentages are increasing by analyzing the number of families using our other programs. In January of 2021, Campbell County had 195 homeless students attending one of the schools in our district. The Council of Community Services is the only agency in Wyoming providing a resource to these families to stay together in a stable environment with a positive support network.

Stable housing and supportive services help give our families the opportunity to work, attend school, and participate in other programs such as CLIMB Wyoming that will help lift them out of the poverty cycle. Without housing,

these opportunities become impossible and life centers around survival. Our agency provides a pathway to success by strengthening families with children by helping to overcome barriers to employment, nutrition, and medical/dental care. By addressing the needs of the whole family, we are able to shield children and their parents from the trauma of homelessness and family separation. We provide wraparound services that are voluntary, flexible, comprehensive, and easy to access. Our families have access to these services for as long or short as they need. All the services are based on helping our families stay housed, such as case management, employment assistance, mental health assistance, and connections to public assistance programs such as SNAP and Medicaid. The supports are designed to be flexible and robust enough to meet each family's unique needs. During and after the pandemic, the housing crisis in the United States has increased. In Wyoming, there is only 41 affordable and available rentals for every 100 extremely low-income households. This puts a lot of pressure on families who are already struggling.

3. Describe what research based programs and strategies will be utilized to make the program successful. CCS is following the Keeping Families Together Program format that has been used successfully across the country and has shown success in our community since 2017. Keeping families together leads to less trauma for the children and parents. Children that are removed from their families and enter into the foster care system have higher risk for impaired neurodevelopment, psychiatric problems, abuse, poverty, homelessness, incarceration, suicide and early death. CCS is seeking to continue to improve the lives of families in Campbell County by creating a stronger environment for the entire family-not just the child. Families become the focal point for holistic intervention and support, and crises leading to removal of children could be averted.

The Metis Associates evaluation of the pilot program of Keeping Families Together found that family placement into the program, had a high rate of family reunification. All six children who were placed in foster care at the time of the family move-in and had the goal of reunification, ended up reunited with their families. These six children had spent a total of 3,239 days in foster care in the two years prior to the program and following the placement in Keeping Families Together, the children consumed only 744 days of foster care.

The study also concluded that theprogram reduced thefamilies use of homeless shelters. In the two years prior to joining the program, the families consumed a total of 14,323 days of single-family shelter and 618 days in single and adult shelter. In the two years following, the shelter use declined to 620 days in family shelters.

By providing a permanent supportive housing, the Council seeks to reduce the rate of costs accrued to the community. By providing stable housing alongside intense case management, the program reduces the need for high-cost foster care, as well as calls to law enforcement and homeless shelter costs. Staff also helps residents manage chronic health issues by offering support, coordinating appointment, referrals, and more to help the chronically high need and DFS involved families lead healthy, independent lives. CCS is also using HMIS to measure performance based on accurate data in order to determine efficiency and ensure CCS is in line with HUD's policy priorities. HMIS will also assist our case managers in understanding how families are doing in meeting their goals.

All of our Case Manager's are trained in Adverse Childhood Experiences (ACE's). By understanding how adverse childhood experiences affect people, our managers gain an understanding of why the parents might perpetuate some form of household dysfunction. They also understand the importance of promoting resiliency in children, teaching and encouraging parents to be positive and supportive role models, and work to ensure they all live in a stable and safe environment.

4. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred. A description of how community wide collaboration in planning and implementation occurred.

CCS worked closely with the Department of Family Services, the Corporation for Supportive Housing, and Housing and Urban Development to implement the program in 2017. We continue to work closely with DFS to provide support services to our families that support DFS's case management and family goals. The program also supports HUD's goals of reducing family homelessness and generational poverty. All of our families receive referrals to any programs in Campbell County that would help them become more self- sufficient or will benefit the children in the home. Our Case

Managers work with the families to sign up for any programs, assist in finding affordable housing, and navigate complicated government systems. Every week, our Case Manager completes an apartment inspection to ensure families are able to keep up with basic hygiene and life skills (laundry, children's homework, dishes, etc) since that can be one barrier to family reunification or a catalyst to family separation. When families are overwhelmed by these tasks, our Case Manger assists them in finding ways to complete them together as a family. CCS stays in communication with the DFS case manager to ensure that parents and children are safe and complying with all DFS requirements. CCS also participates in Child Protective Services meetings alongside DFS, Child Developmental Services, the County Attorney's office, Behavioral Health, and pertinent medical practitioners.

Families are first identified for our program through their DFS case manager. The DFS case manager uses a set of criteria provided by the Council which prioritizes chronically homeless families and meet the McKinney-Vento definition of homelessness or homeless definitions under other federal statutes. The scoring tool provided to DFS shows that each family must meet family income level that is less than 50% below current HOME median income guidelines, and we prioritize a family who is chronically homeless. Families must also meet all four (4) criteria categories and at least one criterion in each subcategory. The four (4) categories include: (1) Family has long term or repeat pattern of homelessness or housing instability (2) Family has an open case with Child Protective Services (3) Primary caregiver has persistent challenges and little support (4) Other risk factors that might put families within a higher risk factor for Child Protective Services. These risk factors include subcategories such as domestic violence, age of youngest child is under two, primary caregiver has a criminal arrest history within the past five years, household has been involved with child protective services in the past, and primary caregiver has a history of abuse or neglect as a child or spent time in the foster care system as a child.

1. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resource that will be provided
Department of Family Services	Referrals, Case Management, Supportive Services
Early Head Start	Case Management, Supportive Services, Resources
Campbell County School District, McKinney Vento	Funding for supplies/technology
Housing and Urban Development	Program Funding
Corporation for Supportive Housing	Employee Training/program resources
Wyoming Continuum of Care	Resources/program support

2. Describe how the program will be sustained by the community beyond the funding period.

The Council of Community Services has been in operation for over 50 years. Our apartments for families have been operating under different family programs since 1999. HUD has allocated funding through the CoC NOFA grant to support some of the operations of the program, as well as using some of that funding to assist in supporting the clients directly with medical, legal, and other supportive costs to help them achieve stability. As a private nonprofit, CCS also uses monetary and in-kind donations to support families whenever possible. In the last several years, CCS has worked diligently to advertise the programs available to the community and has been able to expand our donor base.

5. Project Goals and Outcomes

1. Goals for the Project: What are the goals of your program? How will you serve TANF eligible individuals/families?

The goals for our Permanent Supportive Housing for Chronically Homeless Families is to stabilize families who are either at risk of family separation or are working toward family reunification. We are requesting 25,575.25 for this program from TANF so we can pay one case manager that is dedicated to serving our family reunification apartments. It is difficult and time consuming to help families gain access to mental health care, substance abuse treatment and community resources. Someone that can navigate these barriers alongside the family is necessary to run the program.

Stabilization of a family would mean that they are reunified and DFS has deemed their case closed. It would also mean that they have shown progress toward other goals such as increased income, ability to create and maintain a budget, ability to maintain a safe home environment, and the ability to communicate effectively with their partner and children These goals are easier to achieve with supportive housing. The reduced rent payments of the supportive apartments

require income but allow for flexibility to continue education or seek higher paying employment. The supportive services provided by CCS help the families navigate through the barriers that have been holding them back from success.

Preventing families from separation or reunifying families quickly, lessens the trauma that occurs to both the parents and children. The trauma caused by separation has been shown to lead to negative outcomes for the children resulting in behavior problems, learning difficulties, and poor mental health. Our partnership with DFS removes the high barrier of housing immediately and allows for quicker unification of parents with children. By working together and bringing in other partners such as Head Start/Early Head Start, Campbell County School District, Boys and Girls Club, and many other local agencies, we successfully provide the support our families need to be self-sufficient. We are providing assistance to the most difficult DFS families who are using the most resources in Campbell County. Since April 2017, we have housed 30 adults and 64 children in our supportive housing apartments. Just in 2022, we have housed 8 adults and 12 children with one family already moving into stable housing.

Our goal is to assist DFS Case Managers in addressing family's barriers to success. We meet weekly with each family in order to address ongoing problems such as trouble with basic living skills, such as keeping a clean and hygienic home for the family. They work with families on how to make chore charts, what a clean home should look like, and how parents need to model behavior for their children. CCS Case Managers work with families on communication skills and conflict resolution. We provide life skills classes, budget classes, and even family gardening days and healthy cooking days. Our goal is to enable the parents to feel stable and empowered by supporting them and increasing their skill set for future self- sufficiency. Because most of the families entering the program are the families with the highest need, they often lack knowledge of basic skills, healthy coping strategies, and appropriate communication. Our program helps them learn these, gains them access to resources, while providing them extremely low- income housing and support. The program provides the families with the tools they need for success.

Each family is different that enters our program and our case managers adjust to help them set and reach their goals. Some families are quickly reunited and graduate from the program and others take longer to reach stability. For example, Laura entered our program and quickly gained employment and had regular visits with her son. But, because she had let her abuser come around, she was not able to fully reunite with her son. After weekly case management meetings and having the Council's housing and support programs, she felt able to completely separate herself from her abuser and no longer rely on him financially. Within 6 months of living in our supportive apartments, she was able to fully reunite with her son and her case was closed at DFS. By having a stable and safe place to live, she was able to break free from abuse, increase her wages, and be united with her son. After her case was closed, Laura decided to stay in our apartments.

2. Once she gained enough confidence and savings, she was able to successfully move out on her own into stable permanent housing. Outcomes: Using the chart below, please identify the measurable outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Children exit foster care and unified with parents	Clients will be reunified with children in their home	Weekly case management meetings and apartment walk-throughs to meet DFS case goals	Notes entered into HMIS to track goal progress
Family exits program into stable housing	Clients will be reunified or stabilized and move into stable housing	Clients meet with case manager weekly to evaluate goal progress and work toward stability	Will be entered into HMIS to show clients have successfully graduated from program and into stable housing
Parents gain knowledge of basic life skills	Clients show progress on weekly apartment walk-throughs	Clients will meet with case manager to discuss barriers and problems with apartment walk-throughs.	Will be entered into HMIS data tracking system to evaluate progress and track successes

3. Describe your data collection methods to be used.

The Council will be able to track this data using HMIS and the Coordinated Entry system. HMIS will track the family length of homelessness, how many times they were homeless, and when they entered permanent housing. This information will help the Council in establishing system-level performance measures which can be reported to our State CoC. The council will also work with families who are unstable in their housing and are at risk of becoming homeless, thus reducing the number of families that enter homelessness. This data will also be tracked through the HMIS system. Families who apply for the program will work with the Case Manager to fill out a VI-SPDAT in HMIS and be entered into the Coordinated Entry system, regardless of whether or not they qualify or enter the program. Any data collected will ensure that the Council can continuously evaluate the programs performance over time and be able to make changes during evaluation that may prove more successful.

4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

Once families are placed in our Permanent Housing program, they will receive intense case management, with the goal of increasing stability, as well as income through services such as Skills Training, access to continuing education, Social Security and Social Security Disability when possible, meeting TANF's performance goal to, "create effective pathways to economic opportunity, including access to mainstream education and training and individualized services for those with barriers to employment". Services will help to ensure that those families who enter our Permanent Housing do not return back to homelessness. The Council will be able to track client's rates of return to homelessness or success in stable housing through HMIS and Coordinated Entry. These rates will help the Council determine the success of the program and meet the goals of "alleviate poverty and prevent hardship among children and families, and programs or services to keep children in their homes or in the homes of relatives". The Council's Section 8 Voucher assistance will help the families exit Permanent Housing when they are ready and enter into low- income rental units. This will help families stay in stable housing and decrease their chance of going back into homelessness.

G. TANF Recruitment

1. Describe your recruitment and enrollment process or TANF eligible individuals/families?

Families who meet the chronic homeless definition and also meet at least one criterion in each sub- category could be eligible to go to the top of the priority list. Those families that are identified by DFS, are advised to make contact with the Housing Case Manager at the Council. Those families work with the Housing Case Manager to fill out a VI-SPDAT assessment. The assessment will help to prioritize the neediest families based on a scoring system. Each family is then also entered into the Coordinated Entry system, regardless of whether they make it into our Supportive Housing Program. Families are then put on a waitlist for an apartment unit, with the highest need families receiving priority.

Once families are in the program, they are referred by their Council case manager to the Council's other programs such as our Food Pantry, Soup Kitchen, Medical and Dental Emergency Funding, and when families are stable and ready to move out, they are assisted with Section 8 applications. When families leave our program, priority will be given to chronically homeless families for permanent housing. Should there be no chronically homeless families within our area, the available permanent housing will go to the family with the highest priority using the VI-SPDAT assessment and the Coordinated Entry system. Families will also receive services through our Seconds on the Avenue Thrift Store which will provide the family with vouchers for free clothing, furniture, school supplies for children, and necessary household items such as cookware, kitchen tables, and cooking appliances. These items will assist the families in setting up their stable household.

One example of a successful family is Amy *, who is a single mom with a young child and new baby when she moved into our Permanent Supportive Apartments. Amy had no outside support and was suffering from extreme postpartum depression. Her depression was making it difficult for her to care for her family and keep her apartment clean. Our Case Manager worked with her to get her access to the medication she needed, as well as use funds to hire a cleaner to get her caught up with the housework. From there, we worked closely with her each week to keep up on the cleaning. We also referred her to Early Head Start who can ensure the children are getting access to early education and connect Amy with parental support resources such as a network of other new parents. Amy recently felt stable enough to move out of our apartments and into her own apartment in the community.

1. What is the projected number of TANF eligible individuals that will be served by this program?

We are able to house 6 families at a time with a maximum of 43 people. We project that we will house 35 people, with 15 of those being TANF eligible parents.

2. Provide an explanation on how income information will be gathered to determine TANF eligibility.

Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

CCS Case Manager will use client's previous monthly income to determine their income eligibility for TANF services.

DFS case manager also uses a set of criteria provided by the Council which prioritizes chronically homeless families and meets the McKinney-Vento definition of homelessness or homeless definitions under other federal statutes. The scoring tool provided to DFS shows that each family must meet family income level that is less than 50% below current HOME median income guidelines, and we prioritize a family who is chronically homeless.

BUDGET

Instructions:

1. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.

2. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.
    a. The Proposer shall submit a proposed budget in line-item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
    b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.
    c. The Proposer shall separate all administrative costs to verify compliance with administrative limitations.
    d. Administrative expenses shall not exceed 10% of the non-administrative expenses.
3. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/family's vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.

4. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, supplies, facilities rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

5. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.

6. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.
    a. The Proposer shall submit a proposed budget in line-item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
    b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.
    c. The Proposer shall separate all administrative costs to verify compliance with administrative

limitations.

d. Administrative expenses shall not exceed 10% of the non-administrative expenses.

7. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/family's vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.

8. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, supplies, facilities rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

Budget:

1. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e., *Cash contributions and non-federal funds used to support*)

We receive HUD funding from the Continuum of Care grant. We receive about 30,000 in operating money and 20,000 in direct client assistance. The Council also uses fundraising income to help support the program and will continue to utilize this funding stream for all programs.

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

The program is not only designed to assist high need families and keep children out of foster care, it also reduces the costs in public service use. Because our program is so new, we do not have local data on success rates, but according to a Metis Associates evaluation of the Keeping Families Together program, the cost of this supportive housing intervention does reduce public service use by the families. The analysis examined the costs associated with the families use of foster care services and homeless shelter in the two years prior to and two years following family placement into Keeping Families Together. The changes in public costs associated with the reduced use of these two service systems were then compared with the cost of supportive housing.

Organization Name: Council of Community Services **Annual Amount Requested from Proposal:** $25,575.00			
	Program Costs	**Administrative Costs**	**Summary and Justification for Budget Expense**
Salaries Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	19,175.75		We have staff who monitor the building and are available to residents 24 hours a day. The families would also have a dedicated Case Manager who only works with the chronically homeless families in the program and the individuals in our phase 3 apartments 8am-5pm in the office.
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Benefits for all staff who provide direct client services.	5,400		Paid benefits include sick leave, vacation leave, and a portion of health insurance costs.
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Taxes for all staff who provide direct client services.	1,000		

Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use. *cannot include computers or IT equipment*			
Recruiting and Marketing *cannot include promotional items.			
Travel Travel necessary to serve participants.			
Rent and utilities Rent and utilities for space provided to direct services for participants.			
Participant Tuition and Class Fees			Many of our participants are working on classes online/in person. These funds would help them pay for those educational classes.
Participant Class Supplies and Materials			Assist participants paying for books or supplies for attending educational classes.
Participant License and Certification Fees			Assist participants in paying for any participant or license fees for classes, jobs, etc
Participant Drug and Aptitude Screening Can include other types of assessments.			Assist participants with paying for any screening required for classes, jobs, etc.
Work Support Services and Clothing			
Participant Wages			
Participant Fringe Benefits			
Participant Incentives			
Other Participant Needs: Description -			
Program and Administrative SUB-Totals	25,575.75		*Total Administrative Costs cannot exceed 10% of your total Program Costs*
TOTAL BUDGET (Program + Admin)	25,575.75		
Number of TANF Participants Planning to Serve	15		
Cost Per TANF Participant	1,705.05		

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COVER PAGE

1. County/Tribe: Campbell County

2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to the Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

   Name:

   Title:

   Organization:

   Address:

   Phone:

   Email address:

3. Primary Contact for the Sub-recipient. Implements the program.

   Name: Kay Guire

   Title: Executive Director

   Organization: Personal Frontiers, Inc.

   Address: 310 South Miller Avenue, Suite G
   Gillette, WY 82716

   Phone: 307-686-1189

   Email address: Director.pfi@vcn.com

4. Program Name: Personal Frontiers, Inc.

5. Requested Amount: $10,705.75

6. Authorized Representative/County Commissioner Chair:
   (No signature required here. Signature is required on the Assurance page)

   Date:

   Phone:

   E-Mail:

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PROPOSAL

A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

PFI to provide mental health to adults and adolescents including substance abuse, couples counseling and parenting education. Across the continuum of care prevention strategies work to prevent or delay the use and misuse of substances, prevent suicide, promote mental health, mitigate problems among populations at risk for mental and substance use disorders, foster resilience, and prevent the onset among populations showing early signs and related problem behaviors.

Recovery oriented care and recovery support systems help people with mental and substance use disorders manage their conditions successfully, sustain long-term recovery, and lead full lives while keeping families together. To build community resilience there is tremendous potential to work together in a coordinated and comprehensive manner. Specifically, within the prevention and recovery efforts, representing respective parts of the continuum of care and those involved – individuals, families, community sector representatives, clinical providers, prevention practitioners, and people with lived experience.

Prevention and recovery services are critical elements of a health safety net for communities. PFI aims to sustain and bolster these services and work together to ensure seamless support for people in recovery and their families. Our mutually reinforcing activities enable us to work collectively and coordinate as a cohesive system, take what we're learning and infuse this information into our respective networks, and adjust how we carry out our work to create hope, build resilience, and strengthen our communities.

3. Is this program different from previous programs operated with TANF funds in the past?
Yes ☐ No X If so, how is it different?

3. Area(s) served.

PFI primarily serves residents of Gillette, Wright and Campbell County, WY. Services are also provided through referrals from other agencies throughout Wyoming. We have seen an increase in clients receiving DUI's in Campbell County but live outside the state and are being referred to PFI to complete their Alcohol/Substance Abuse Assessments. PFI can assist those clients' needs through our telehealth services

3. Population served.

We serve adolescents and adults. We provide a sliding fee scale to ensure that families within limited resources can participate in treatment without a tremendous financial burden.

4. Beginning and end date of program.

Current and ongoing.

5. Program availability: when is the program offered (i.e. time of day, how often, time of year)?

Individual counseling is offered Monday through Friday 8:30AM to 5:30 PM with occasional weekend appointments to meet our client's needs. We provide continual Intensive Outpatient and Relapse Prevention Meetings to work around work schedules and family functions.

B. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

According to a publication the was produced for the Wyoming Department of Health in 2018, WYSAC. (2018). Telling the Story of Opioid Use in Wyoming by R. Wambeam, L.R. Gilbert, & T. Kilwein. WY: Wyoming Survey & Analysis Center, University of Wyoming.

Five counties exceed the state average in prescription medication misuse among middle school students
WYOMING Average 1.2%

1.	Campbell	2.1%
2.	Freemont	1.8%
3.	Natrona	1.4%
4.	Platte	2.1%
5.	Washakie	2.1%

Nine counties exceed the state average in prescription medication misuse amount high school students
WYOMING Average 3.5%

1.	Campbell	5.5%
2.	Carbon	3.6%
3.	Fremont	4.0%
4.	Goshen	5.3%
5.	Hot Springs	10.5%
6.	Park	4.2%
7.	Teton	4.2%
8.	Uinta	3.8%
9.	Washakie	7.4%

Wyoming is experiencing the same increase in opioid-related problems as the nation. Our community continues to lose providers and accredited programs to help with substance abuse issues that in turn takes a toll on our youth and families.

2. What is the resource gap(s) that is being addressed by your program?

We provide a varied approach to substance abuse. PFI is not only a CARF accredited Outpatient Substance Abuse facility but is also equipped to handle mental health issues and medicated assisted treatment programs.

3. Describe what research based programs and strategies will be utilized to make the program successful.

Clients complete a personal statistics survey upon entrance to our program, Identification is required along with collateral information from outside sources (i.e. DOT, Treatment Providers, Department of Family Services, Probation, etc). Information is also collected through the evaluation process and ongoing contact with the client. All information is collected is verified against each source.

C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.

As described above, we collaborate with many agencies for referrals, resources, and often additional funding.

3. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resource that will be provided
Wyoming Detention Center	Allows PFI to do individual, group and provide Addiction Severity Index (ASI's) to inmates, assisting them into treatment facilities.
United States Probation	Provide ASI's and Counseling Needs Assessments through a contract for service. See clients for mental health and other services as needed (non-contract)

Department of Family Services	Referrals, they pay for some services
Gateway Foundation	Referrals

3. Describe how the program will be sustained by the community beyond the funding period.

PFI has been providing services since 1976, we will continue to look for other grant opportunities. Many of our clients have insurance or Medicaid that assists in our funding resources.

D. Project Goals and Outcomes

1. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?
By providing funding for treatment of adults of substance abuse users we hope to keep families together. We will provide TANF individuals/families with Substance Abuse Treatment, Individual Counseling, as well as family counseling. Our services include active case management to assist our clients in utilizing other sources to meet their basic needs including but not limited to employment, housing and transportation.

2. **Outcomes:** Using the chart below, please identify the measurable outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Serve 7 TANF individuals and families to completion	Number of families that graduate from our program	1. Case Management 2. Peer Support 3. Individual Counseling 4. Community Collaboration	Detailed case management outcomes Survey's and client satisfaction measurements

3. Describe your data collection methods to be used.

Clients will have a treatment team that sets up a specific treatment plan that will be updated at each phase of treatment to the completion of the program.

5. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

6.

PFI measures success by successfully graduating from the program successfully without using alcohol or drugs.

6. TANF Recruitment

1. Describe your recruitment and enrollment process or TANF eligible individuals/families?

We have an application for treatment that is staffed with clinical staff and approved if appropriate. PFI will do an ASI or Psychological evaluation to measure the need of care. Financial applications and forms are filled out during our intake process.

2. What is the projected number of TANF eligible individuals that will be served by this program?

7

3. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

BUDGET

Instructions:

1. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.

2. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.
   a. The Proposer shall submit a proposed budget in line item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
   b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.
   c. The Proposer shall separate all administrative costs to verify compliance with administrative limitations.
   d. Administrative expenses shall not exceed 10% of the non-administrative expenses.
3. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/families vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.

4. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, supplies, facilities rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

Budget:

1. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. Cash contributions and non-federal funds used to support)

   Cash contributions, other partnerships that provide supporting services and we offer a sliding fee scale regardless of ability pay. We supplement our programs with active fundraising, grants and other financial support as they become available.

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

   The return on investment would be an individual receiving our services gain the tools and support to be an active citizen in our community by gaining employment, housing, and long-term substance abuse recovery.

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Organization Name: Personal Frontiers Inc **Annual Amount Requested from Proposal:** $10,705.75			
	Program Costs	**Administrative Costs**	**Summary and Justification for Budget Expense**
Salaries Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.			
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Benefits for all staff who provide direct client services.			
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Taxes for all staff who provide direct client services.			
Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use. *cannot include computers or IT equipment*	$100.75	$0	Cost of program material including SASSI forms for ASI's
Recruiting and Marketing *cannot include promotional items.			
Travel Travel necessary to serve participants.			
Rent and utilities Rent and utilities for space provided to direct services for participants.			
Participant Tuition and Class Fees	$9,206.00	$0	Direct program cost of II.1 Intensive Outpatient Program, Relapse Prevention, AfterCare group and mental health counseling.

Participant Class Supplies and Materials	$349		Group supplies including recovery book.
Participant License and Certification Fees			
Participant Drug and Aptitude Screening Can include other types of assessments.	$1,050		ASI and/or Counseling Needs Assessment to determine level of care.
Work Support Services and Clothing			
Participant Wages			
Participant Fringe Benefits			
Participant Incentives			
Other Participant Needs: Description -			
Program and Administrative SUB-Totals			Total Administrative Costs cannot exceed 10% of your total ***Program*** Costs
TOTAL BUDGET (Program + Admin)	10,705.75		
Number of TANF Participants Planning to Serve	**7**		
Cost Per TANF Participant	**$1,530.39**		

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COVER PAGE

1. County/Tribe: Campbell

2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to the Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

   Name:

   Title:

   Organization:

   Address:

   Phone:

   Email address:

3. Primary Contact for the Sub-recipient. Implements the program.

   Name: Ryan Anderson

   Title: Executive Director

   Organization: Youth Emergency Services, Inc.

   Address: 905 N. Gurley Avenue, Gillette, WY 82716

   Phone: (307) 686-0669

Email address: randerson@yeshouse.org

4. Program Name: Day Treatment Program

5. Requested Amount: $38,212.75

6. Authorized Representative/County Commissioner Chair:

(No signature required here. Signature is required on the Assurance page)

Date: Phone: E-Mail:

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PROPOSAL

A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

The Day Treatment program operates from 8am to 7pm Monday through Friday year-round. It is designed with the goal of helping low-income families keep their children at home, remain free of substance use, strengthen family functioning, and help families to reach self-sufficiency. The program consists of two major sections: 8am to 3pm children attend either the Y.E.S. House on- site 7-12 grade school or public school; and 3pm to 7pm children and their families receive treatment services.

Youth receive individual and group counseling, participate in substance abuse groups and in life skills sessions. Education is provided on anger management, addictions, parent/child relations, peer relations, employment, criminal thinking errors, character development, educational skills and building self-esteem. The family, as a whole, receives family counseling.

A broad range of services are offered to youth and their families in addition to the core treatment services: 1). parent education through the Y.E.S House's Nurturing Parent classes (a 12-week evidence-based program for parents and youth); 2). Healthy eating and nutrition education through the Y.E.S. House resources and the Campbell County Extension Office; 3). Work readiness training and job-related skills in higher paying occupations and industries through a partnership with the Gillette Workforce Center. 4). Life skills such as general nutrition, budgeting, obtaining employment, pursuing technical or post-secondary education, setting goals, finding enjoyment in life without the use of drugs and alcohol, dealing with adversity, conflict resolution, self-respect, and values. 5). Mentoring services – matching at-risk youth with positive adult role-models. 6). Tutoring – academic help and support 7). Linkage of parents to various community resources based on the needs of the families. 8). Aftercare is provided for an additional 12 months after the youth's graduation from the program. These services ensure that the youth and their family continue to maintain a positive and constructive lifestyle. If during the aftercare period youth and their family need additional services, they are either provided by the Y.E.S. House, or the partners of the program.

2. Is this program different from previous programs operated with TANF funds in the past?

Yes ☐ No X If so, how is it different?

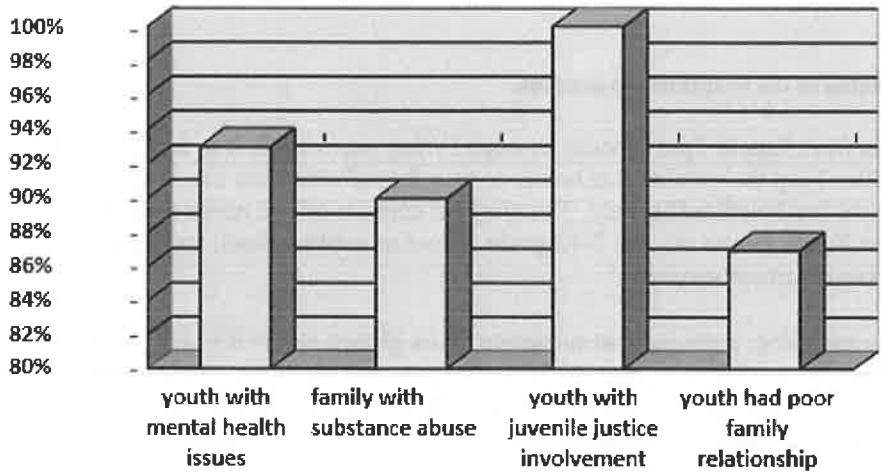
3. Area(s) served.

Campbell County

4. Population served.

The population that will be served is directly linked to the intent of the TANF program areas. The program will serve at-risk, low-income families with children who are transitioning from out-of- home placement or detention back into families, and those who are at risk of out-of-home placement (court involvement). The children that will receive services will be children whose families are living with incomes that are at or below 185% of the federal poverty level. Some of the children that the program will serve will come from families that deal with generational substance abuse and family dysfunction. The program will focus on low-income families with children and provide comprehensive services that address mental health/substance abuse issues, support, family counseling, and parent education classes. In the planning, design and implementation of services the program will focus on, and strengthen the entire family and move them towards self-sufficiency, meeting the goals established by the TANF/CPI program, and this request for proposal.

The chart below explains the profile of 14 TANF eligible families in 2022.



Four to six youth will be served in the program daily, making a total of fifteen (15) individual youth, fifty-two (52) family members will be served during twelve months.

1. **Beginning and end date of program.**

October 1, 2023 – September 30, 2024

2. **Program availability: when is the program offered (i.e. time of day, how often, time of year)?**

The Day Treatment Program will operate from 8am-7pm, working with families until 8:30pm, Monday through Friday year round at the Y.E.S. House Center. It will consist of two major sections: from 8am to 3pm youth will attend school; and from 3pm to 7pm youth will receive treatment/prevention services. The family as a whole will receive family counseling, and life skills training in the afternoon and early evenings. Families attend Nurturing Parent classes every Monday night for twelve weeks from 5:30pm to 8:00pm.

B. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. **How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.**

The following data was used to estimate the need for Day Treatment services in Campbell County. Campbell County is a rural ranching community with coal and oil as its primary industries. Controlled substances abuse is pervasive, and includes an acceptance of juvenile usage of alcohol, tobacco and other drugs. For several years Campbell County has been designated as a "High Intensity Drug Trafficking Area". Due to the make-up of the community, it attracts the transitional population and a devastating number of parents with children that are substance users.

1. Families living in poverty:
   - In the 2021-2022 school year, 30% of children were eligible for free and reduced cost lunches at Campbell County School District #1.

- In 2021-2022 there were 191 self-reported homeless children receiving educational services at the Campbell County School District #1.
- 166 homeless youth and young adults sought emergency services at the Y.E.S. House in 2022.
- 12.7% of families in Campbell County live below the poverty level (2021 Annie E. Casey Kids Count reports).

2. Families with at-risk factors
   - Wyoming Prevention Needs Assessment Survey's was conducted in 2022 with 6th, 8th, 10th and 12th grade students with the goal of assessing adolescent alcohol and substance use, school safety and the risk and protective factors that predict youth behavior problems. This survey revealed that in Campbell County: 1). *risk factor – alcohol and source:* most youth got their alcohol from parents - 16%; 2). *risk factor – alcohol and location of drinking*: most youth were drinking at home - 23%; 3). *risk factor – drugs*: 52% of youth did not talk to their parents about the dangers of drug use.
   - Family structure can also have adverse effects on youth. Families are struggling to stay together. According to the Centers for Disease Control and Prevention, in 2020 the national divorce rate was 2.3 divorces per 1,000 people; in Campbell County that rate was 4.5 according to Wyoming Department of Health.
   - Department of Family Services in Campbell County receives between 960 to 1,200 reports on child abuse and/or neglect annually; and there were 180 children in foster care on any given day.
3. Suicide and Children; Wyoming Prevention Needs Assessment 2022

   60%% of youth felt hopeless in the last 30 days
   17% considered attempting
   suicide 9% attempted suicide
   Wyoming ranked #1 in number of suicides per 100,000 (30.46 per 100,000) population in 2020 (American Foundation for Suicide Prevention 2020).

2. What is the resource gap(s) that is being addressed by your program?

The need for the Day Treatment Program was identified by the Department of Family Services in Campbell County and supported by the Campbell County Juvenile Services Partnership (JSP) Coalition. JSP includes representatives from more than thirty agencies, organizations, businesses and individuals that work with or are committed to children and families. DFS and the members of the Coalition identified a gap or lack of adequate services to youth that combines treatment with education while allowing families to stay together and children to remain in the community. DFS/JSP also stressed that Campbell County families need to be strenghten in order to keep them intact.

3. Describe what research-based programs and strategies will be utilized to make the program successful.

The Day Treatment program utilizes several research-based practices that are effective when working with high-risk families. First of all, the core of the program is based on active family involvement, their voice and choice, utilizing Positive Practices and on addressing risk factors by building on the positive assets that families possess. It is a family-centered program.

The Day Treatment educational component is geared to meet the individual academic needs of youth through a highly structured, individualized and supportive setting.

The treatment portion of the program utilizes the following evidence-based treatment modalities: cognitive behavioral therapy, motivational interviewing, trauma-focused cognitive behavioral therapy (http://www.nrepp.samhsa.gov, these three are rated as best practice by the Substance Abuse and Mental Health Services Administration, SAMSHA); components of Family Behavioral Therapy and Functional Family Therapy (http://www.drugabuse.gov, rated best practice by the National Institute of Drug Abuse). When substance use is an issue for youth, relapse prevention and a 12-Step Program are utilized (http://www.drugabuse.gov, are rated best practice by National Institute of Drug Abuse). Treatment goals are developed on an individualized basis in collaboration with the family. Both the individual and family strengths are utilized to encourage therapeutic change.

Furthermore, an individualized behavioral plan, that outlines goals and issues, is developed for each youth using the Family Group Conferencing model. Youth's involvement in positive recreation, and artistic and cultural experiences serve as an additional strong reinforcement for youth to succeed.

Families' participation in the Nurturing Parent Program. This 12-week evidence-based Nurturing Parenting Program builds protective factors in families and increases the health and well-being of youth and their families. (http://www.nrepp.samhsa.gov, rates best practice by the Substance Abuse and Mental Health Services Administration, SAMSHA and http://www.ojjdp.gov, by the Office of Juvenile Justice and Delinquency Prevention). The Nurturing Parenting Program continues to make significate impact on families and their functionality.

C. Community Partnerships

2. A description of how community wide collaboration in planning and implementation occurred.

Campbell County is a team-oriented community. The JSP coalition meets monthly to share concerns, identify the gaps and needs of the community, establish goals, set guidelines, and make decisions. The following need assessment surveys were reviewed to identify the priorities for children and families in Campbell County: the Preventive Needs Assessment (PNA), the Campbell County CARE Board need assessment for low-income families, data provided by the DFS, County Attorney's Office, Diversion and Juvenile Probation Department, Gillette Police Department, Sheriff's Office, Council of Community Services, Census data, etc. The members also looked at

the Community Human Service Resource Manual that details the services provided by human resource agencies and organizations in Campbell County. Based on the data provided and identified service gaps, the JSP members and DFS representatives assessed the needs of the community and chose the risk factors that the TANF/CPI funds will be used to address.

JSP/DFS felt that the Y.E.S. House Day Treatment program is made of elements that address these risk factors and strengthen such protective factors such as bonding among family members,empowering families to become nurturing and a stronger unit, connecting youth to positive role models through mentoring and building healthy values and beliefs. Therefore, the services that Day Treatment provides which combine counseling, mentoring, substance abuse groups, parenting classes while allowing families to stay together and youth to remain in the community were one of the focuses during the community planning process.

3. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resource that will be provided
Diversion and Juvenile Probation Departments	Assist with referrals and participate in the youth's case management
Department of Family Services	Assists with referrals and development of individual treatment plans, the evaluation process, conducts background checks of employees and volunteers; assists with gap analysis
Campbell County Extension Office	Provides instructors to teach nutrition and healthy living classes
Sylvan	Provides tutoring support and educational curriculums
Gillette Abuse Refuge Foundation (a domestic violence shelter)	Conducts educational presentations to parents and teens at our Nurturing Parent classes
Juvenile Services Partnership	Assists with gap analysis/need assessments

4. **Describe how the program will be sustained by the community beyond the funding period.**

The need for the Day Treatment Program was determined by DFS and the Campbell County Juvenile Services Partnership Coalition. The community felt it was our major priority to start serving youth that needed treatment and educational services while keeping them in their homes. The Coalition members meet the second Friday of every month and discuss various programs that are implemented in the community, and how they can be sustained. The main factor in the sustainability of the program beyond the TANF funding is the community involvement in serving needy children and families. Additionally, the Y.E.S. House has a long history of collaborating with private, governmental and corporate entities in the community for referral services, support, employment opportunities for our youth, volunteers' involvement, etc. This is another important factor in sustaining the Day Treatment Program. The Y.E.S. House Foundation also started an Endowment Fund with the goal to ensure that the programs at our agency will be sustained as long as there is a need for them.

C. Project Goals and Outcomes

1. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?

It is the goal of the program to assist families in moving towards self-sufficiency by providing youth with treatment and educational services while keeping them in their homes; and by providing families with individual and family counseling, family classes, etc. The whole program is a collaborative community-based and data-driven project to address the pressing needs of children and families in Campbell County.

2. **Outcomes:** Using the chart below, please identify the **measurable** outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

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Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Keep families intact	77% of youth will be safely maintained and cared for in their homes	- Nurturing Parent classes for parents and teens - Substance abuse and mental health groups - Individual and family counseling - Life skills groups	Case notes while clients in the program, and follow up records with families after the discharge
Improve family management skills and functioning	86% of families improve their family management skills; and learn about healthy relationships, communication, and healthy behaviors	Participation in the Nurturing Parent Program	Pre and post Nurturing Quiz

3. **Describe your data collection methods to be used.**

Data will be collected from the Nurturing Parent quizzes, interviews, youth'/parents' satisfaction surveys, case notes, and follow ups will be utilized to assess program's effectiveness. During quarterly meetings, the partners of the program will discuss if the program is meeting its benchmarks, analyze what data is revealing, discuss solutions and make the strategic plan for the next four months.

4. **How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?**

Data from the above instruments, interviews, and documents will be compiled monthly and submitted on a quarterly basis. This is accomplished through a combined, team effort that includes therapists, educational personnel, youth advocates/case managers and evaluator. The Project Evaluator will report on what the analyzed data has revealed. Much of the data is subject to analysis for rate and percentage of change. The evaluation plan will consist of incorporating key methodologies, that of process and outcome evaluations, into the overall plan. The PROCESS evaluation will tell if the program is effective: if parents are improving their family management skills; if cooperation with the outside agencies is contributing to the program's effectiveness, etc. The OUTCOMES Evaluation will address whether the program is achieving its intended outcomes. The partners will estimate the direction of the trend, and if the program is achieving its goals.

A post-discharge instrument will also be utilized which follows the family at 3, 6 and 12 months after discharge from the Day Treatment Program. The information on this instrument is acquired by phone or face-to face visits with the youth and/or family. If the family moves out of area, attempts will be made to obtain an address and phone number to follow-up.

G. TANF Recruitment

1. **Describe your recruitment and enrollment process or TANF eligible individuals/families?**

The program does extensive outreach to reach out to the TANF eligible families that need Day Treatment. Staff conduct weekly communications with organizations that work with families; present to counselors at the Campbell County School District and at civic organizations/clubs. Program's representatives serve on local coalitions and boards such as Juvenile Services Partnership, Community

Juvenile Services Board, Campbell County Prevention Council, and Suicide Prevention coalition to communicate to the community about the Y.E.S. House programs, enrollment process and eligibility. The enrollment process is simple and client friendly. The Manager for Day Treatment reviews all referrals, assesses eligibility, makes a contact with the family, and then refers family to the Y.E.S. House therapy department to do an initial clinical intake/assessment. The Y.E.S. House financial specialist meets with the family to go over the income verification. The family is enrolled in the Day Treatment services between 7 to 14 days.

2. **What is the projected number of TANF eligible individuals that will be served by this program?**

Four to six youth will be served in the program daily, making a total of fifteen (15) individual youth, fifty-two (52) family members will be served during twelve months.

3. **Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.**

The youth that will receive services will be youth whose families are living with incomes that are at or below 185% of the federal poverty level. The TANF eligibility intake form will be utilized to determine eligibility. Parents will be asked to bring two of their most current pay stubs and tax returns for the last 2 years to confirm eligibility.

BUDGET

Instructions:

1. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.

2. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.
   a. The Proposer shall submit a proposed budget in line item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
   b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.
   c. The Proposer shall separate all administrative costs to verify compliance with administrative limitations.
   d. Administrative expenses shall not exceed 10% of the non-administrative expenses.

3. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/families vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.

4. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, supplies, facilities rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

Budget:

1. **TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)**

Day Treatment is supported by the City of Gillette 1% tax, private donations, and private insurance/Medicaid if clients have insurance.

2. **What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.**

There are two very clear cost-benefits associated with the Day Treatment program. The first is monetary or dollar savings; and the second is the cost benefit to quality of life for the child, family and community.

The Y.E.S. House anticipates that from October 1, 2023 through September 30, 2024 the Day Treatment program will serve 15 TANF eligible children for a total of 1,400 child service days. The daily cost per day per child for this TANF/CPI grant is $27.29. It is important to further note that the Day Treatment Program is not focused solely on the child, but focuses on the entire family, making the total number of people served by the program 52, further reducing the cost per day.

The financial benefit to the state of Wyoming as a result of the Day Treatment is impressive. For every 50 Wyoming families that reach self-sufficiency, Wyoming experiences the following cost savings:

Eliminated foster care cost (25 children)	$330,000
Food stamps savings (27 families)	$77,150
Medicaid savings (20 families)	$175,000
Eliminated incarceration cost (9 youth)	$493,560
Annual savings to Wyoming	$1,075,710

The cost benefit as it relates to the quality of life for the youth, family and community is directly related to the youth remaining in their homes and the community. The youth continue to maintain strong bonds with their family and allows them to develop positive support systems that will directly impact their success after they have graduated from the program. Treatment and case management involving the entire family is crucial to the success of the youth. There must be developed a positive, supportive recovery environment for youth to be successful. Furthermore, families frequently have more than one child and the success and knowledge they experience will benefit other family members.

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Organization Name: Youth Emergency Services, Inc. **Annual Amount Requested from Proposal: $38,212.75**			
	Program Costs	**Administrative Costs**	**Summary and Justification for Budget Expense**
Salaries Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	27,100	3,040	- Admin: supervision, grant/outcomes management - Program: 50% of wages of 1 FT Case Manager 20% of salaries of 1 FT therapist
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Benefits for all staff who provide direct client services.	3,197	-	Benefits are 11.8%.
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Taxes for all staff who provide direct client services.	2,710	-	Payroll taxes are 10%
Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use. *cannot include computers or IT equipment*	1,984.75	181	- Program: client supplies such as paper, books, art supplies, food - Admin: office supplies
Recruiting and Marketing *cannot include promotional items.			
Travel Travel necessary to serve participants.			
Rent and utilities Rent and utilities for space provided to direct services for participants.			
Participant Tuition and Class Fees			
Participant Class Supplies and Materials			

Participant License and Certification Fees			
Participant Drug and Aptitude Screening Can include other types of			
Work Support Services and Clothing			
Participant Wages			
Participant Fringe Benefits			
Participant Incentives			
Other Participant Needs: Description -			
Program and Administrative SUB-Totals	34,991.75	3,221	Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET (Program + Admin)	**$38,212.75**		
Number of TANF Participants Planning to Serve	**15**		
Cost Per TANF Participant	**$2,547.52**		

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ASSURANCE

In compliance with this grant proposal, as published by the Department of Family Service, and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services described in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

If successful in securing funds for TANF CPI, the applicant agrees to the following:

1. Must abide by all rules (if applicable), state, and federal laws applicable to the grant.
2. Must guarantee compliance with federal, state and local fiscal guidelines and reporting requirements applicable to the grant.

Authorized Representative **Signature**: Colleen Faber
(County Commissioner Chair)

Printed Name: Colleen Faber

Date: 4/25/2023

Assurances must be signed for grant applications to be considered.

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Quarterly Report and Invoice



Temporary Assistance for Needy Families
Wyoming Department of Family Services

TANF CPI
FFY 24 Quarterly Report and Invoice

County/Tribe: Campbell County
Reporting Period: _____
Date: _____

Statistics:

During the quarter, please provide the below information on all the TANF individuals you served. Please provide any other relevant data you wish to share.

Participant name (New Y/N)	# of Children	Program enrollment date	SSN collected (Y/N)	Employed at enrollment (Y/N), hourly wage and # hours worked per week	Government programs utilizing at time of enrollment	Services Provided (i.e. vocational training, education, counseling, mentoring)	Milestones completed prior to service end (i.e. completed parenting classes, achieved a personal goal set)	Program completion date	Completed successfully (Y/N)(reason)	Employment after program completion (Y/N), hourly wage and # hours worked per week	Children remain in the home (Y/N)	Specific Goals met for individual?	Other information to Report?
TOTAL TANF Individuals Served													
TOTAL Individuals Served													
% of TANF to Non-TANF													

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Evaluation of Outcomes:

Climb:

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Show progress each quarter toward the final goal of 80% of the individuals enrolled in the program successfully completing the program.	80% of participants who enter the program will successfully complete it.		
75% of Climb program graduates will be employed after program completion.	75% of these program graduates will be employed after program completion.		
Show progress each quarter toward the final goal of individuals who completed the program earning 90% higher wages than when they entered the program.	75% of program graduates will be employed after program completion and will be earning a 90% higher wage than they were before the program.		
Show progress each quarter toward the final goal of 90% of the individuals who complete the program experiencing a decrease in the dependence on food stamps.	Over time, 90% of program graduates will show a decrease in their dependence on food stamps.		
50% of Climb program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public health insurance.	Of the graduates who enter the program utilizing public health insurance 50% will end their dependence on public health insurance.		
Increased knowledge and skills regarding healthy relationships, strong and stable environments, communication and health behaviors.	100% of single mother who enter the Climb program will have received life skills training and mental health counseling.		

Council of Community Services

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Children exit foster care and unified with parents	Clients will be reunified with children in their home		
Family exits program into stable housing	Clients will be reunified or stabilized and move into stable housing		
Parents gain knowledge of basic life skills	Clients show progress on weekly apartment walk-throughs		

Personal Frontiers, Inc.

Outcome	**Measurement**	**Activities to Accomplish Outcome**	**Data/Quality Assurance to be Collected to Validate Measurements**
Serve 7 TANF individuals and families to completion	Number of families that graduate from our program		

YES:

Outcome	**Measurement**	**Activities to Accomplish Outcome**	**Data/Quality Assurance to be Collected to Validate Measurements**
Keep families intact	77% of youth will be safely maintained and cared for in their homes		
Improve family management skills and functioning	86% of families improve their family management skills; and learn about healthy relationships, communication and healthy behaviors		

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Successes and Challenges:

Please share quarterly successes and challenges.

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Quarterly Invoice: Campbell County Commissioners - FFY24 -Amendment One

Submit To:
Georgia Auch
georgia.auch1@wyo.gov

Expenditures for the Month and Year of:
Submitted on:

	Program Costs	YTD Program	Admin. Costs	YTD Admin	Program Budget	Admin Budget
Salaries						
CCS					$19,175.75	
Climb					$10,500.00	$1,495.75
YES					$27,100.00	$3,040.00
Employer Paid Benefits						
CCS					$5,400.00	
CLIMB					$600.00	
YES					$3,197.00	
Employer Payroll Taxes						
CCS					$1,000.00	
CLIMB					$1,010.00	
YES					$2,710.00	
Supplies						
Personal Frontiers					$100.75	
YES					$1,984.75	$181.00
Participant Tuition and Class Fees						
Personal Frontiers					$9,206.00	
Participant Class Supplies and Materials						
Personal Frontiers					$349.00	
Participant Drug and Aptitude Screening						
Personal Frontier					$1,050.00	
Rent and Utilities						
CLIMB					$1,200.00	
Participant Incentives						
CLIMB					$900.00	
Other Participant Needs						
CLIMB Mental Health Provider					$800.00	
Sub-Totals	$0.00	$0.00	$0.00	$0.00	$86,283.25	$4,716.75
Quarterly TOTAL (Program + Admin)					**$91,000.00**	
Number of Participants Served						
Cost Per Participant						

CONTRACT BETWEEN
WYOMING DEPARTMENT OF FAMILY SERVICES
AND
CAMPBELL COUNTY COMMISSIONERS

1. **Parties.** The parties to this Contract are Wyoming Department of Family Services (Agency), whose address is: 2300 Capitol Avenue, Third Floor, Hathaway Building, Cheyenne, Wyoming 82002, and Campbell County Commissioners (Contractor), whose address is: 500 South Gillette Avenue, Suite 1100, Gillette, Wyoming 82716.

2. **Purpose of Contract.** The purpose of this Contract is to set forth the terms and conditions by which the Contractor shall operate the Temporary Assistance for Needy Families Community Partnership Initiative (TANF CPI), a community plan which will provide a continuum of services to Campbell County families as outlined in the Program Statement of Work, Attachment A, which is attached to and incorporated into this Contract by this reference.

3. **Term of Contract.** This Contract is effective when all parties have executed it (Effective Date). The term of the Contract is from October 1, 2022, or Effective Date, whichever is later, through September 30, 2023. All services shall be completed during this term.

4. **Payment.**

   A. The Agency agrees to pay the Contractor for the services described in Section 5 below and in Attachment A. Total payment under this Contract shall not exceed ninety-one thousand dollars ($91,000.00). Payment shall be made monthly in accordance with the pay schedule in Attachment B, TANF CPI FFY23 Quarterly Report and Invoice, which is attached to and incorporated into this Contract by this reference. Payment shall be made within forty-five (45) days after submission of invoice pursuant to Wyo. Stat. § 16-6-602. Contractor shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Contract. The federal source of funding is TANF, CFDA #93.558.

   B. No payment shall be made for work performed before the Effective Date of this Contract. Should the Contractor fail to perform in a manner consistent with the terms and conditions set forth in this Contract, payment under this Contract may be withheld until such time as the Contractor performs its duties and responsibilities to the satisfaction of Agency.

   C. Except as otherwise provided in this Contract, the Contractor shall pay all costs and expenses, including travel, incurred by Contractor or on its behalf in connection with Contractor's performance and compliance with all of Contractor's obligations under this Contract.

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

A. Provide the services described in Attachment A;

B. Enhance sustainability beyond the funding period;

C. Determine TANF eligibility for families participating in the program. Contractor shall ensure that the TANF Participant Application and Eligibility Form, Attachment C, which is attached to and incorporated into this Contract by this reference, shall be completed, including social security number, for each family being billed under this Contract or, upon Agency approval, an acceptable substitute, when determining eligibility for families participating in the program;

D. Bill the Agency for funding no less than quarterly. The Contractor shall only bill for services provided to TANF eligible families. Contractor shall use the TANF CPI FFY23 Quarterly Report and Invoice, Attachment B, when submitting quarterly invoices. The quarterly invoice shall be submitted within thirty (30) days following the end of the quarter;

E. Limit the administrative costs at ten percent (10%) of the program costs per invoice submission;

F. Provide quarterly program performance reports to the Agency. Contractor shall validate all outcomes utilizing quantitative and qualitative data. The report in Attachment B shall be used for each quarterly report;

G. Provide reporting that is sufficient to provide an audit trail for state or federal auditors to determine accuracy of direct and indirect costs. Reports shall be submitted within thirty (30) days following the end of each quarter;

H. Not use funds to purchase non-tangible assets or to purchase or lease equipment. Leased equipment includes the rental of equipment for any period of time, computers or computing devices for agency use or for participants;

I. Not use funds to provide cash, checks, cash equivalents or cash redeemable cards to individuals served by the program; and

J. Obtain prior approval from the Agency for all budget changes which deviate from the submitted budget in Attachment A.

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

A. Pay Contractor in accordance with Section 4 above;

B. Instruct Contractor on eligibility for TANF funding;

C. Monitor quarterly invoices and performance reports for accuracy and to ensure they meet the requirements of TANF and this Contract; and

D. Monitor Contractor's efforts in securing other funding to ensure the program is sustainable after the funding period.

7. **Special Provisions.**

A. **Assumption of Risk.** The Contractor shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Contractor's failure to comply with state or federal requirements. The Agency shall notify the Contractor of any state or federal determination of noncompliance.

B. **Environmental Policy Acts.** Contractor agrees all activities under this Contract will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.

C. **Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Contract may be terminated without penalty if a private entity that receives funds under this Contract:

(i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;

(ii) Procures a commercial sex act during the period of time that the award is in effect; or

(iii) Uses forced labor in the performance of the award or subawards under the award.

D. **Kickbacks.** Contractor certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Contract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Contract. If Contractor breaches or violates this warranty, Agency may, at its discretion, terminate this Contract without liability to Agency, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.

E. **Limitations on Lobbying Activities.** By signing this Contract, Contractor certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by Contractor or its subcontractors in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.

F. **Monitoring Activities.** Agency shall have the right to monitor all activities related to this Contract that are performed by Contractor or its subcontractors. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate

completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Contract; and to observe personnel in every phase of performance of Contract related work.

G. **Nondiscrimination.** The Contractor shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Contract.

H. **No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Contract, shall be paid by either party.

I. **Publicity.** Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the Contractor and related to the services and work to be performed under this Contract, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.

J. **Suspension and Debarment.** By signing this Contract, Contractor certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Contract suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Contractor agrees to notify Agency by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Contract.

K. **Administration of Federal Funds.** Contractor agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200, *et seq.*; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.

L. **Copyright License and Patent Rights.** Contractor acknowledges that federal grantor, the State of Wyoming, and Agency reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Contract; and (2) any rights of copyright to which Contractor purchases ownership using funds awarded under this Contract.

Contractor must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Contract.

M. **Federal Audit Requirements.** Contractor agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars ($750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. Contractor agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. If findings are made which cover any part of this Contract, Contractor shall provide one (1) copy of the audit report to Agency and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to Agency's records.

N. **Non-Supplanting Certification.** Contractor hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. Contractor should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Contract.

O. **Program Income.** Contractor shall not deposit grant funds in an interest bearing account without prior approval of Agency. Any income attributable to the grant funds distributed under this Contract must be used to increase the scope of the program or returned to Agency.

8. **General Provisions.**

A. **Amendments.** Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument, executed by all parties to this Contract.

B. **Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Contract shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Contract as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.

C. **Assignment Prohibited and Contract Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Contract without the prior written consent of the other party. The Contractor shall not use this Contract, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.

D. **Audit and Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the Contractor which are pertinent to this Contract. The Contractor shall immediately,

upon receiving written instruction from the Agency, provide to any independent auditor or accountant all books, documents, papers, electronic data, and records of the Contractor which are pertinent to this Contract. The Contractor shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by the Agency.

E. **Availability of Funds.** Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Contract, the Contract may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the Contractor at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.

F. **Award of Related Contracts.** The Agency may award supplemental or successor contracts for work related to this Contract or may award contracts to other contractors for work related to this Contract. The Contractor shall cooperate fully with other contractors and the Agency in all such cases.

G. **Compliance with Laws.** The Contractor shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Contract.

H. **Confidentiality of Information.** Except when disclosure is required by the Wyoming Public Records Act or court order, all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Contractor in the performance of this Contract shall be kept confidential by the Contractor unless written permission is granted by the Agency for its release. If and when Contractor receives a request for information subject to this Contract, Contractor shall notify Agency within ten (10) days of such request and shall not release such information to a third party unless directed to do so by Agency.

I. **Entirety of Contract.** This Contract, consisting of eleven (11) pages; Attachment A, Program Summary, consisting of forty-two (42) pages; Attachment B, TANF CPI FFY23 Quarterly Report and Invoice, consisting of six (6) pages; and Attachment C, TANF Participant Application and Eligibility Form, consisting of two (2) pages, represent the entire and integrated Contract between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral.

J. **Ethics.** Contractor shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing Contractor's profession.

K. **Extensions.** Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein.

L. **Force Majeure.** Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.

M. **Indemnification.** Each party to this Contract shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.

N. **Independent Contractor.** The Contractor shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Contract, the Contractor shall be free from control or direction over the details of the performance of services under this Contract. The Contractor shall assume sole responsibility for any debts or liabilities that may be incurred by the Contractor in fulfilling the terms of this Contract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing the Contractor or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency or to incur any obligation of any kind on behalf of the State of Wyoming or the Agency. The Contractor agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to State of Wyoming employees will inure to the benefit of the Contractor or the Contractor's agents or employees as a result of this Contract.

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

P. **Ownership and Return of Documents and Information.** Agency is the official custodian and owns all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Contractor in the performance of this Contract. Upon termination of services, for any reason, Contractor agrees to return all such original and derivative information and

documents to the Agency in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers.

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

R. **Insurance Requirements.** Contractor is protected by the Wyoming Governmental Claims Act, Wyo. Stat. § 1-39-101, et seq., and certifies that it is a member of the Wyoming Association of Risk Management (WARM) pool or the Local Government Liability Pool (LGLP), Wyo. Stat. § 1-42-201, et seq., and shall provide a letter verifying its participation in the WARM or LGLP to the Agency.

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

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

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

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

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

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

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

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

(iv) **Automobile Liability Insurance.** Automobile liability insurance covering any auto (including owned, hired, and non-owned) with minimum limits of $1,000,000.00 each accident combined single limit.

T. **Severability.** Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of the Contract shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.

U. **Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and Agency expressly reserve sovereign immunity by entering into this Contract and the Contractor expressly reserves governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to Wyo. Stat. § 1-39-101, *et seq.*, and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Contract shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.

V. **Taxes.** The Contractor shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.

W. **Termination of Contract.** This Contract may be terminated, without cause, by the Agency upon thirty (30) days written notice. This Contract may be terminated by the Agency immediately for cause if the Contractor fails to perform in accordance with the terms of this Contract.

X. **Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Contract shall not be construed so as to create such status. The rights, duties, and obligations contained in this Contract shall operate only between the parties to this Contract and shall inure solely to the benefit of the parties to this Contract. The provisions of this Contract are intended only to assist the parties in determining and performing their obligations under this Contract.

Y. **Time is of the Essence.** Time is of the essence in all provisions of this Contract.

Z. **Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Contract.

AA. **Waiver.** The waiver of any breach of any term or condition in this Contract shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.

BB. **Counterparts.** This Contract may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Contract. Delivery by the Contractor of an originally signed counterpart of this Contract by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency.

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

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

AGENCY:
Wyoming Department of Family Services

Korin A. Schmidt, Director — 9/22/22 Date

for Kristie Arneson, Economic Security Senior Administrator — 9/22/22 Date

CONTRACTOR:
Campbell County Commissioners

Del Shelstad, County Commissioner Chairman — 9-20-22 Date

~~April Brunski~~, County Clerk — 9-20-22 Date
Susan F. Saunders

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

Megan Pope, Senior Assistant Attorney General — 9/12/22 Date

COVER PAGE

1. County/Tribe: Campbell County

2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to the Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

   Name: Kristin Young/Sandra Beeman

   Title: Grant Specialist/Administrative Coordinator

   Organization: Campbell County Government

   Address: 500 South Gillette Avenue, Suite 1100, Gillette, WY 82716

   Phone: (307) 687-6324

   Email address: kristin.young@campbellcountywy.gov / sandra.beeman@campbellcountywy.gov

3. Primary Contact for the Sub-recipient. Implements the program.

   Name: See Individual Applications for Response

   Title:

   Organization:

   Address:

   Phone:

   Email address:

4. Program Name: Campbell County TANF/CPI

5. Requested Amount: $91,000.00

6. Authorized Representative/County Commissioner Chair: Del Shelstad
   (No signature required here. Signature is required on the Assurance page)

   Date: April 27, 2022

   Phone: (307) 682-7283

   E-Mail: del.shelstad@campbellcountywy.gov

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COVER PAGE

1. County/Tribe: Campbell County

2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to the Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

   Name: Kristin Young/Sandra Beeman

   Title: Grant Specialist/Administrative Coordinator

   Organization: Campbell County Government

   Address: 500 South Gillette Avenue, Suite 1100, Gillette, WY 82716

   Phone: (307) 687-6324

   Email address: kristin.young@campbellcountywy.gov / sandra.beeman@campbellcountywy.gov

3. Primary Contact for the Sub-recipient. Implements the program.

   Name: Dane Joslyn

   Title: Program Director

   Organization: Gillette Climb Wyoming

   Address: 405 West Boxelder Road #B4, Gillette, WY 82718

   Phone: 307-685-0450

   Email address: dane@climbwyoming.org

4. Program Name: Climb Wyoming in Campbell County

5. Requested Amount: $16,505.75

6. Authorized Representative/County Commissioner Chair: Del Shelstad

   Date: April 27, 2022

   Phone: (307) 682-7283

   E-Mail: del.shelstad@campbellcountywy.gov

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PROPOSAL

A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

   Climb Wyoming's mission is for low-income single mother families to discover self-sufficiency through career training and placement. Providing free services to those most in need, Climb excels at supporting TANF families and directly aligns with TANF purposes. Climb will recruit approximately 50 candidates and work closely with them to increase their stability through connection to critical resources. Climb will enroll approximately 20 TANF eligible single mothers and continue services to about 10 mothers already enrolled in the career training and job placement phase program for a total of 30 participants. Key components of the intensive training include life skills and work readiness skills, mental health services, industry-specific skills aligned with each career, and job placement based on each participant's unique strengths and interests. Climb will also continue to work with approximately 35 graduates that receive continued support by staff that is often critical to their long-term job success. Climb staff provide hundreds of hours of support to the single mothers they work with in each phase of the program.

2. Is this program different from previous programs operated with TANF funds in the past?
   Yes ☐ No ☑ If so, how is it different?

3. Area(s) served.

   Gillette Climb primarily serves low-income single mothers from Campbell County.

3. Population served.

   Climb serves those most in need across the state. On average, Climb participants enter the program at 30% of the Federal Poverty Level. More than half of the participants seeking Climb services are unemployed and the remaining 43% of participants are employed in low wage jobs. Statewide, single moms have suffered more than any other household type from job loss, food insecurity, and lack of child-care options during the pandemic. During the pandemic, half of single moms didn't know how they would feed their kids (US Census Bureau). Climb moms' barriers to employment are deep as demonstrated through the following statistics: 60% have children under the age five; 68% are facing intergenerational poverty; 41% have changed jobs more than three times in one year; 34% of participants indicate a history of substance abuse; 38% have defaulted or failed to pay a loan; 56% have indicated having a legal history; and only 16% of participants come to Climb with private health insurance.

4. Beginning and end date of program.

   October 1, 2022 – September 30, 2023

5. Program availability: when is the program offered (i.e. time of day, how often, time of year)?

   The Gillette Climb site usually runs two trainings per year offered in the Spring and Fall. Program research and planning happens throughout the year along with candidate services and recruitment. Once the training focus is determined, outreach to potential participants and information meetings are held advertising the upcoming training. The intensive portion of the training lasts on average for three months depending on the job skills training curriculum and certificate type. The career training serves a group of 10 to 12 TANF eligible single mothers. Program days run from approximately 9am - 5pm. The length of the intensive portion of the training allows participants to enter the workforce as quickly as possible. Beyond job training, this phase includes life and workplace skills and therapeutic support. The subsidized job placement lasts approximately six to eight weeks and is tailored to meet the needs and goals of each participant. After this time period, the participant is expected to find success in their career and can access graduate support services. After program completion and job placement, Climb graduates have consistent communication with staff and their peers to support their long-term success.

B. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

   At Climb, we strive for a safe, open, affirming, and inclusive environment – an environment that allows both single mothers and staff to thrive. As Climb serves families most in need, staff know it is crucial to meet a diverse population with inclusive strategies and practices. The average age of Climb participants is 30 with 45% of participants between the ages of 21 and 30. On average, each participant has two children.

   Single moms have carried the burden of the pandemic, suffering more than any other household type from job loss, food insecurity, and lack of child-care options. According to the Census Bureau's Household Pulse Survey Data, single mother families reported struggling with food and rent at higher rates during the COVID-19 Pandemic (38% of single mothers versus 19% single fathers and 18% multi-parent). The toxic stress of poverty—feeling scared, juggling hard decisions, being hungry—dramatically impacts how the brain functions. The single moms who come to Climb are under such high levels of stress that it has impacted their emotional regulation, planning, and decision-making abilities, which creates barriers to work readiness and success. Poverty passed down from one generation to the next creates significant barriers to job success, trapping low-income single mothers and their children in a cycle that Climb participants are ready to break.

2. What is the resource gap(s) that is being addressed by your program?

   The generational cycle of poverty creates isolation in the lives of the single mothers who come to Climb. Lacking strong and positive relationships is a barrier to success that Climb participants face. The Climb program works in groups of 10-12 moms that allow participants to discover relationships and engage with their peers, learn conflict resolution and self-regulation, build networks that last beyond the program, foster relationships that build trust and safety, and accelerate their skills to find success at work and at home. Finding a place in a professional community directly relates to a graduate's ability to maintain employment after the program. In response to the pandemic, Climb has leveraged and adapted the best of our group model developed over the past 35 years.

   According to the US News and World Report (June 10, 2021), two-thirds of professional mental health shortages are in rural or partially rural parts of the country, the report says, "Wyoming has the largest proportion of their populations living in mental health shortage areas, at 96.4%". Mental health is a foundation of the Climb model and each site prioritizes contracting with a Licensed Mental Health Provider. The Mental Health Provider guides the team in maintaining a psychologically informed environment. All participants complete a pre- and post-Mental Health Assessment, allowing participants to be honest and forthright about their histories and struggles, while supporting staff in quickly understanding barriers to support each mom into the future. Weekly group counseling sessions are one of the most important parts of the program and are central to the Climb model. Consistent individual counseling sessions assist participants in increased awareness, identifying and understanding their unique and individual strengths, and strategies to support their challenges.

3. Describe what research based programs and strategies will be utilized to make the program successful.

   Key components and strategies to make the program successful include the following:
   - **Pre-program stabilization:** includes one-on-one work to connect to critical resources while maintaining a focus on employment
   - **Comprehensive case management:** provided by staff who create trust and a safe environment to address the most difficult barriers and assess needs and priorities
   - **Industry research:** staff network throughout the year to identify high growth training and employment opportunities and high demand occupations to provide workforce solutions

- **Mental health:** includes pre and post assessments to identify barriers, group and individual counseling focused on increasing awareness and practicing skills to support long-term success at work
- **Skills training:** life skills and work readiness skills such as budgeting, conflict management, healthy relationships, and parenting as well as pre-employment skills as job searching, resume writing, mock interviews, and workplace communication
- **Job training and placement in high demand careers:** improves family economic stability and decreases dependence on government benefits
- **Working in cohorts:** creates support network and a community in which women practice healthy relationships and communication, build confidence and learn the value of social capitol as they begin new careers
- **Post program support:** graduate support includes networking, group meetings, problem solving difficult work situations and celebrating success
- **Flexible program design:** allows staff to shift industry training based on local economic needs while also adapting training to be in person or online based on community needs, health and safety.

C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.

Since collaboration is a cornerstone of our efforts, Climb leverages existing services without duplication. Staff will work closely with partners and collaborating organizations to share strengths and resources. During recruitment and candidate outreach, Climb works with referral agencies to engage participants including Department of Family Services, County Public Health, local mental health centers, community resource centers, and local schools. During training, Climb collaborates with training entities, community colleges, and employers to design effective training curriculum and schedules. Community members from different sectors provide work readiness and life skills training sessions. Local professionals often volunteer as mock interviewers. During the career placement, Climb collaborates with employee partners. After participants are placed in careers, Climb provides ongoing support by referring women to local community partner organizations as needed.

A great partner that resulted from a recent Certified Nursing Assistant training is the Legacy Living and Rehabilitation Center, part of the Campbell County Healthcare System. As one of the main employers in the County, the hospital requires high quality employees to deliver excellent care. In order that the graduates meet expectations, Climb staff listened to the needs of the hospital prior to the training and worked closely with them on important skills to include in the training. Staff also had an excellent relationship with Sue Howard as a lead trainer. Legacy Living, along with Primrose Retirement, have hired graduates who are filling a critical healthcare need in the local workplace.

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resource that will be provided
Advocacy of Visual Arts	Referrals and resources
Campbell County Extension Officer	Referrals and resources
Campbell County Health	Community partner
Campbell County Senior Center	Employer partner
Council of Community Services	Community partner

Department of Family Services	Referral partner
Gillette College	Training partner
Legal Aid Wyoming	Resource partner
Legacy Living and Rehabilitation Center	Training and employer partner
MGM Enterprises, Inc.	Employer partner
Mountain West Commercial Driving School	Training partner
Salvation Army	Community partner
TCRI Energy Services	Employer partner
YES House Transitional Living	Resource partner
Salvation Army	Community Partner

3. Describe how the program will be sustained by the community beyond the funding period.

   To continue providing a comprehensive tuition-free program to Campbell County low-income single mothers and their families, Climb relies on critical public funding including the funding received from the *Community Partnership Initiative* grant. Climb recognizes the importance of diversified braided funding to support long-term sustainability. Collaboration with individual and corporate donors as well as local city and county funding allows Climb to remain sustainable in Campbell County while responsibly leveraging donations with this grant. For many years, Climb's effective model has worked to move Campbell County families out of poverty and has supported the TANF program's important purposes.

D. Project Goals and Outcomes

1. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?

   The Climb proposal serving TANF eligible families includes the following goals:
   - The Climb Wyoming program improves family economic stability by offering free case management and career training leading to long-term employment to those most in need. As participants move into full-time employment, their average monthly wages more than double (113% wage increase).
   - Training will be linked to high growth and high demand occupations. Climb driven by workforce demand. Climb has flexibility to adapt trainings driven by industry needs and has offered many different programs in industries such as Commercial Driver's License, Professional Office Careers, and Medical Careers that meet local workforce needs.
   - Moms will decrease dependency on government benefits. Two years post program, over 75% of graduates who were using food stamps before Climb decreased their dependence. Additionally, the percentage of participants accessing public health insurance decreases by 54% from program enrollment to two years post-program.
   - Climb's comprehensive model includes extensive life and work readiness skills that address barriers and prepare participants for work including parenting, nutrition, and budgeting and resume preparation, interviewing, and conflict management.
   - All participants will receive group and individual counseling from a Wyoming Licensed Mental Health Counselor.
   - Climb staff provide case management for all single mothers who connect to Climb. Climb case management focuses on employment and is dynamic and unique to each mom's specific barriers.
   - Climb's expertise in rural poverty alleviation includes connecting single mothers to community

partners and networks across the State. Staff maintain strong relationships with referral agencies and community partners for collaboration.

- Climb Business Liaisons will develop employer partnerships and work with each participant to help secure long-term employment opportunities and participate in employer evaluations.
- The Climb model offers a group concept allowing participants to discover relationships and engage with their peers, learn conflict resolution and self-regulation, and build networks.

Climb's innovative and comprehensive programming leads low-income single mothers into long-term employment to support the purposes of the Temporary Assistance for Needy Families (TANF) program. The therapeutic and skills-based programming helps end the dependence of single mother families on government benefits. The State of Wyoming has saved $117 million over the past 35 years from decreased dependence on public assistance programs (i.e., food stamps, insurance, and housing) among graduates (Wyoming Department of Family Services, Wyoming Department of Health-Medicaid, Wyoming LIHEAP FY2017 State Profile, U.S. Department of Housing and Urban Development). Climb's two-generational approach, including family days, parenting skills, and case management, allows children to be cared for in their own homes. Staff have seen that when parents increase their income, children have greater access to academic and extracurricular activities, more stable schedules, and role models for career success. Along with increased income and consistent schedules, Climb participants learn about themselves through weekly counseling, life skills classes, and communication strategies. Climb programming supports the additional TANF purposes by providing mental health services, program design including the cohort model, providing access to women's healthcare, connection to resources and life skills focused on healthy relationships, communication, and boundaries.

2. **Outcomes:** Using the chart below, please identify the **measurable** outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Show progress each quarter toward the final goal of 80% of the individuals enrolled in the program successfully completing the program.	80% of participants who enter the program will successfully complete it.	During recruitment, Climb staff help participants address any barriers including childcare and transportation. During the program Climb advocates for participants and provides mental health counseling to overcome barriers for success.	Climb tracks the participants who graduate in our customized participant database that can demonstrate trends over time.
75% of Climb program graduates will be employed after program completion.	75% of these program graduates will be employed after program completion.	Climb programs include pre-employment skills including job searching techniques, resume writing, interviewing techniques, employee/employer relationships, and job retention. Climb staff work with the participants to ensure a successful interview process and support the participant	Climb conducts participant follow-ups at 3-month intervals from program completion to 24 months post program. Climb collects employment data such as place of employment, hours per week and hourly wages as well as participant and child health insurance data. From program end to 12 months, Climb collects this data by Climb staff contacting participants via phone, email or

		during job placement as she practices new skills.	text. From 15-24 months, Climb contracts with the Wyoming Survey and Analysis Center (WYSAC) to conduct the follow-ups via phone survey.
Show progress each quarter toward the final goal of individuals who completed the program earning 90% higher wages than when they entered the program.	75% of program graduates will be employed after program completion and will be earning a 90% higher wage than they were before the program.	Comprehensive training develops the participants' strengths and builds upon them through extensive training in high-demand, high-growth occupations that lead to self-sufficient wages. Climb staff follow up with employers to establish performance evaluations and communication for long-term success.	Climb conducts participant follow-ups at 3-month intervals from program completion to 24 months post program. Climb collects employment data such as place of employment, hours per week and hourly wages as well as participant and child health insurance data.
Show progress each quarter toward the final goal of 90% of the individuals who complete the program experiencing a decrease in the dependence on food stamps.	Over time, 90% of program graduates will show a decrease in their dependence on food stamps.	To continue to support the participants, Climb staff members meet with graduates after they finish the program to sustain success in the workplace and family stability.	In order to assess decreasing dependence on government benefits, Climb collects food stamp and childcare data from the Wyoming Department of Family Services.
50% of Climb program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public health insurance.	Of the graduates who enter the program utilizing public health insurance 50% will end their dependence on public health insurance.	To continue to support the participants, Climb staff members meet with graduates after they finish the program to sustain success in the workplace and family stability.	In order to assess decreasing dependence on government benefits, Climb collects health insurance data from the participants through the surveys.
Increased knowledge and skills regarding healthy relationships, strong and stable environments, communication and health behaviors.	100% of single mother who enter the Climb program will have received life skills training and mental health counseling.	Climb offers life skills classes as parenting, budgeting, nutrition and more. Climb contracts with a licensed Mental Health Provider at each site and each participant receives individual and group counseling.	Climb staff determine the life skills for each program based on the needs of the participant group. All participants must participate in the mandatory individual and group counseling component of the Climb program.

3. Describe your data collection methods to be used.

   Climb prioritizes data and outcomes to inform efficacy of programming. Climb staff track candidates, participants who enroll in the Climb program, and graduate services post-program. Staff track the number of graduates employed in unsubsidized positions, the job retention status of participants, and wage progression for two years post-graduation. Climb staff conduct graduate follow-ups at 3-month intervals from program completion to 12 months post program. To ensure data integrity, Climb partners with the Wyoming Survey and Analysis Center (WYSAC) to conduct the follow-ups during the 15-24 month time period. A customized database tracks program records and ensures accurate, ongoing data collection. Climb utilizes participant self-report forms, staff observations, interviews, and records to document each participant's progress and program outcomes. A pre- and post-program mental health assessment identifies mental health symptoms and tracks decreases in symptoms post program. Data will be provided in quarterly reports to validate outcomes. Quarterly reports will include training completion, hourly wage pre-program and hourly wage post-program. These quantitative goals were selected because they can be consistently tracked and verified using participant or employer interviews and public records.

4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

   Staff track the number of TANF eligible participants who enroll in and complete the career training and placement phase of the program. Progress is tracked on a monthly report for each program. Individualized and ongoing support throughout the program allows participants to complete the program successfully while addressing barriers to work. This effort has translated into an average completion rate of 95% in 2021. This graduation rate exceeds outcomes from other programs in Wyoming and across the nation.

   Staff track the number of graduates who maintain unsubsidized employment after program completion as well as the details of their employment. The graduate wage progression over the past 5 years is 113% from application to two years post program. The employment rate increases from only 43% at application to 80% two years post-program.

   As participants more than double their monthly wage, they also decrease their dependence on government benefits and services. Climb staff collect data on the dependence on public health insurance pre- and post-program while DFS staff provides data on dependence on food stamp pre- and post-program. Over the past 5 years, 75% of graduates who were using food stamps before Climb decreased their dependence two years later. This trend continues towards 90% as participants move towards self-sufficiency post program. The percentage on public health care programs is reduced by over half two years post program (from 46% to 21%).

G. TANF Recruitment

1. Describe your recruitment and enrollment process or TANF eligible individuals/families?

   Each Climb site has staff that serve as a case manager for moms and provide ongoing guidance and support throughout the program. Staff recruit candidates who are most in need. During the recruitment phase, staff outline the required knowledge, skills, and abilities, and other training and job requirements for the identified occupation. Staff also evaluate each candidate's level of competency in the area. Staff conduct a thorough assessment to determine additional services available in the community which may include food stamps, childcare assistance and housing, or counseling. Accessing these services and experiencing the stability they can provide a family is critical to successfully completing the program and starting a long-term career. Staff connect candidates to these services and support them along the way. If the candidate is not ready for the program, staff remain in contact with them for potential admission into a future program when they are more stable and ready.

2. What is the projected number of TANF eligible individuals that will be served by this program?

Climb will recruit approximately 50 candidates and work closely with them to increase their stability through connection to critical resources. Climb will enroll approximately 20 TANF eligible single mothers and continue services to about 10 mothers already enrolled in the career training and job placement phase program for a total of 30 participants. Climb will also continue to work with approximately 35 graduates that receive continued support by staff that is often critical to their long-term job success.

3. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

   Climb uses a rigorous process to ensure income eligibility for the Climb program. If a potential participant is utilizing food stamps, Climb program staff members verify this information with DFS to confirm TANF eligibility. If the potential participant is not utilizing food stamps, Climb program staff members verify employment and wages by checking pay stubs or verifying income with the applicant's employer to ensure that household income is less than or equal to 185% of the Federal Poverty Level. Other family income documents such as unemployment stubs, tax returns, or income verification from other applicable family members are also collected and included in documentation as applicable. Eligibility is documented in each participant's file and reviewed by a Climb home office employee who is specifically trained in eligibility determination. Any questions about eligibility are directed to the State of Wyoming's DFS TANF Program Manager prior to a participant's acceptance to Climb.

BUDGET

Instructions:

1. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.

2. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.
   a. The Proposer shall submit a proposed budget in line item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
   b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.
   c. The Proposer shall separate all administrative costs to verify compliance with administrative limitations.
   d. Administrative expenses shall not exceed 10% of the non-administrative expenses.

3. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/families vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.

4. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, supplies, facilities rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

Budget:

1. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)

   Other major funding sources (over $1,000) include:
   City of Gillette - $29,500 (pending)
   Campbell County - $20,000 (pending)
   Hughes Foundation - $25,000 (awarded)
   Wyoming Community Foundation - $7,500 (awarded)
   Daniels Fund - $20,000 (awarded)
   Cross Charitable Foundation - $5,000 (awarded)
   Powder River Energy Foundation - $5,000 (will apply)
   State Farm - $2,500 (awarded)
   Wells Fargo - $2,000 (pending)
   First Interstate Bank Gillette - $2,500 (will apply)
   Private Donors - $50,000 (awarded and pending)

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

The following calculation is Climb's projected Return on Investment (ROI) for the proposed program:

- Impact without Program: Climb participants are making an average annual wage of $15,576 before the program ($1,298 per month for 12 months).
- Impact from Program: 90 days post program, graduates are employed making an average annual wage of $30,072 ($2,506 per month for 12 months).
- Total increase in wages over first year period = Impact from program $30,072 - Impact without program $15,576 = $14,496.
- Total Cost per Client Served = $35,000 divided by 80 clients = $438. Number of clients totals 50 candidates, 20 new participants, and continued services to 10 participants.
- Climb ROI = **33.10 to 1** based on $14,496 ÷ $438.
- Climb ROI over the lifetime of a participant = **1,224.54 to 1** based on an average age of participant being 28 and working until age 65 (37 years post program) at an increased wage of $14,496: 37 years x $14,496 = $536,352 ÷ $438.

Amount Requested from Proposal:
$16,505.75

	Program Costs	Administration Costs	Summary and Justification for Budget Expense
Salaries Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	10,500.00	1,495.75	Program Director ($68,000 annual salary) is responsible for oversight and/or implementation of all aspects of the Climb program model with a primary focus on program coordination, planning and administration. Assistant Program Director ($55,000 annual salary) is responsible for assisting the Program Director with implementation of all aspects of the Climb program model with a primary focus on program coordination and planning. Both positions provide direct program services to participants, including recruitment, intensive training, job-placements, and counseling. Administrative salaries are to support Climb's centralized home office administrative staff that support the entire

			statewide operations to handle such things as budgeting, grant reporting, financial processing, insurance, auditing, and human resources. The amount reflected on this budget represents an allocation of time spent directly supporting the site as well as this grant.
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	600.00		Retirement, health, dental, vision, and life insurance expenses for those employees that participate in Climb's insurance plan. (Program Director, $7,200; Assistant Program Director, $5,000)
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	1,010.00		Employer paid payroll taxes are estimated at 10% of the salaries budgeted. (Program Director, $6,000; Assistant Program Director, $5,000)
Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use.			Click here to enter text.
Recruiting and Marketing Cannot include promotional items.			Click here to enter text.
Travel Travel necessary to serve participants.			Click here to enter text.
Rent and utilities Admin: Rent and utilities for time spent managing the grant. Program: Rent and utilities for space provided to direct services for participants.	1,200.00	N/A	Rent and utilities for office space, classrooms, and group/individual mental health treatment space. Also includes phone, fax, internet services, and cleaning of office space.
Participant Tuition and Class Fees			Click here to enter text.
Participant Class Supplies and Materials	0.00	N/A	Materials to meet needs of participants during training and group activities.
Participant License and Certification Fees			Click here to enter text.
Participant Drug and Aptitude Screening Can include other types of assessments.			Click here to enter text.
Work Support Services and Clothing		N/A	Items needed to successfully complete training and work experience. Includes steel-toed boots, coveralls, gloves, tools, scrubs, professional attire and more.
Participant Wages			Click here to enter text.

Participant Fringe Benefits			Click here to enter text.
Participant Incentives	900.00	N/A	Incentives earned by participants for completed goals to assist them with living expenses while in training.
Other Student Needs: Mental Health Provider	800.00	N/A	Amounts paid to contracted mental health provider for group and individual counseling services.
Sub-Total	15,010.00	1,495.75	**Total Administrative Costs cannot exceed 10% of your total Program Costs**
TOTAL BUDGET (Program + Admin)	16,505.75		
Number of TANF Participants Planning to Serve	80		
Cost Per TANF Participants	206		

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COVER PAGE

1. County/Tribe: Campbell County

2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to the Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

   Name: Kristin Young/Sandra Beeman

   Title: Grant Specialist/Administrative Coordinator

   Organization: Campbell County Government

   Address: 500 S. Gillette Ave. Suite 1100 Gillette, WY 82716

   Phone: 307-682-7283

   Email address: Kristin.young@campbellcountywy.gov / sandra.beeman@campbellcountywy.gov

3. Primary Contact for the Sub-recipient. Implements the program.

   Name: Mikel Scott

   Title: Executive Director

   Organization: Council of Community Services

   Address: 114 S. 4J Road Gillette, WY 82716

   Phone: 307-686-2730

   Email address: mikel@ccswy.org

4. Program Name: Permanent Supportive Housing for Chronically Homeless Families

5. Requested Amount: $25,575.75

6. Authorized Representative/County Commissioner Chair: Del Shelstad
   (No signature required here. Signature is required on the Assurance page)

   Date: April 27, 2022

   Phone: (307) 682-7283

   E-Mail: del.shelstad@campbellcountywy.gov

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PROPOSAL

A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

The Council of Community Services is applying for funding for our Permanent Supportive Housing for Homeless Families (Keeping Families Together Program). Our program operates under the tenants of Low-Barrier Housing and the Keeping Families Together format. The services provided under our Supportive Housing program are designed to help parents struggling with overwhelming poverty and complex physical or mental health issues. The program works with the parents through the interventions of both our Council of Community Services Housing Case Manager, and the designated DFS case manager who work together providing constant support and stable and reliable housing. By partnering with DFS, we can provide wrap-around supportive services to six (6) families in our apartments. The goal of the program is to build the parents capacity to parent through aligned case management, a variety of classes such as parenting, health, budgeting, and even gardening, as well as assistance through the Council' s other poverty alleviating programs.

The Keeping Families Together model focuses on the idea of creating a stronger environment for the entire family-not just the child or just the parents. Using this model, the families become the focal point for holistic intervention and support, preventing crisis situations and the removal of children to foster care. This form of supportive housing for vulnerable families can break the intergenerational cycle of poverty, homelessness, and abuse by providing families with services they need to stay together. It creates a better environment for the children and parents and protects children who are otherwise at high risk for abuse and neglect. Without the supportive services provided by the Council, these families may not succeed in other forms of affordable housing. By partnering child welfare services and homeless assistance programs, together we can address the complex needs of high needs families rather than each agency focusing on individual parts and pieces of the problem. Our program is different than any other program in our community and is one of only a few in the Nation. It is the only housing program in our community that houses families together and focuses on the success of the family as a whole. The Keeping Families Together initiative is the first federal investment specifically focused on creating supportive housing to reduce child welfare system involvement through the investment made by the US Department of Health and Human Services Administration for Children Youth and Families (ACYF) for a five-year evaluation in five sites based on the success of the CSH Keeping Families Together pilot programs. The Council believes that this program will prevent foster care placement for those families who are homeless or unstably housed and is a high need in our community. Data on Supportive Housing for Families Working with Department of Family Services shows that it not only increases families housing stability, but it has also been shown to improve outcomes across multiple domains such as education, employment, and health care access. These are all improvements in domains that will help to prevent future poverty situations for these families and children.

2. Is this program different from previous programs operated with TANF funds in the past?
   Yes ☐ No x If so, how is it different?

3. Area(s) served.

   Campbell County

4. Population served.

This program serves chronically homeless, low-income families with open cases with DFS. Families are first identified for our program through their DFS case manager. The DFS case manager uses a set of criteria provided by the Council which prioritizes chronically homeless families and meets the McKinney-Vento definition of homelessness or homeless definitions under other federal statutes. The

scoring tool provided to DFS shows that each family must meet family income level that is less than 50% below current HOME median income guidelines, and we prioritize a family who is chronically homeless. Families must also meet all four (4) criteria categories and at least one criterion in each subcategory. The four (4) categories include: (1) Family has long term or repeat pattern of homelessness or housing instability (2) Family has an open case with Child Protective Services (3) Primary caregiver has persistent challenges and little support (4) Other risk factors that might put families within a higher risk factor for Child Protective Services. These risk factors include subcategories such as domestic violence, age of youngest child is under two, primary caregiver has a criminal arrest history within the past five years, household has been involved with child protective services in the past, and primary caregiver has a history of abuse or neglect as a child or spent time in the foster care system as a child.

Since supportive housing is an intensive intervention and a scarce resource, only the highest need households, those facing complex challenges and for whom housing is a factor in the imminent placement of children in out of home care, should receive services. The criteria and subcategories were meticulously chosen through the guidance of the Corporation for Supported Housing and have been used successfully by Keeping Families Together initiatives through the country. It was also designed for targeting criteria within a federal framework to ensure that supportive housing served households for whom the program would likely have the biggest effect. The key eligibility criteria for households include child welfare involved households. Households that are most likely to experience negative child welfare outcomes (e.g. out of home placement, long-term open cases, reentry to the child welfare system in the form of re-reports of abuse or neglect, and repeat open cases). households with high service needs (households with multiple needs, such as mental or physical health problems, substance use, or disabled children), and households with severe housing issues (households who are homeless or unstably housed).

5. Beginning and end date of program.
This program will run continuously. CCS operates on a calendar year budget.

6. Program availability: when is the program offered (i.e. time of day, how often, time of year)?
This program focuses on stable housing, it will run continuously. Families will be able to stay in the program as long as they need to feel stable and be successful. Typically, this is shortly after they have had success in closing their DFS case and have utilized CCS's case manager to help them find stable housing within their budget.

B. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

   In initial discussion with our local DFS office, they had a 50-family waitlist that would qualify for these apartments. We have also seen an increase in the past several years at our Homeless Shelter for families. In 2021 our Shelter housed 17 families, with more families approaching the Shelter but leaving due to not having designated family rooms. We know that number would have been much bigger because we had more funding for our Homeless Prevention program, which helps families pay rent and keeps them in their homes. Last year, our Homeless Prevention program assisted 80 families with Homeless Prevention, which included 105 children under 18.

   Although CCS has received an award to renovate our homeless shelter to accommodate more families, the shelter is not the best place for families. According to data provided by Campbell County Department of Family Services, there are currently 1,097 children in the foster care system in Wyoming and 81 of those children are in Campbell County. The Council's goal through our program, is to reduce the number of children going into foster care, as well as, reduce the number of children entering and leaving the foster care system multiple times. Not only does this help the parents and children, it reduces the high cost

associated with the foster care system. In Wyoming. the current rates for foster care ranged from $645.00 to $732.00 a month per child.

According to Bonnie Volk, the manager of district 6 DFS for Campbell, Crooks, and Weston Counties: **"their (CCS) housing is a definite need in this community and have been a great resource to DFS. There have been several families from my unit alone in the last 6 months where council housing has given the parent a home to have their children reunified to or provided a home to keep the family together. In an open case of Katelyn's, the council is paying for a family to stay at a hotel until they have an apartment cleaned and ready for them. This family had just been evicted and children coming into care was a possibility based on not having a suitable place to live.**

Additionally, having families placed at the council assists DFS as they provide an extra set of eyes through inspection and their criteria for families to live there."

2. What is the resource gap(s) that is being addressed by your program?
Working in extremely close partnership with the case managers and administration at our local Department of Family Services, we will work to address family homelessness and instability. This is the only supportive housing program for families in Campbell County. By immediately securing housing and then providing supportive services such as access to education, medical and dental assistance, assistance with legal fees, and basic life skills, we are helping families stay together and providing a pathway to stability.

In our supportive service facility, each family is ensured access to nutritional food, diapers, formula, and a case manager that will help them work with other agencies or facilities to provide them with what they need to care for themselves and their children. Children are more likely than adults to live in poverty in America. Child-care costs, lack of living wages, costly housing, and other factors drive many families with children into debt and put economic stability out of reach. In Wyoming, 11.0% of children under 18 lived in families with incomes under the poverty line in 2019. 12.2% of families experienced hunger and food insecurity and 8.8% of families had used high cost, high risk forms of credit to make ends meet in 2017. It can be assumed that these percentages are increasing by analyzing the number of families using our other programs. In January of 2021, Campbell County had 195 homeless students attending one of the schools in our district. The Council of Community Services is the only agency in Wyoming providing a resource to these families to stay together in a stable environment with a positive support network.

Stable housing and supportive services help give our families the opportunity to work, attend school, and participate in other programs such as CLIMB Wyoming that will help lift them out of the poverty cycle. Without housing, these opportunities become impossible and life centers around survival. Our agency provides a pathway to success by strengthening families with children by helping to overcome barriers to employment, nutrition, and medical/dental care. By addressing the needs of the whole family, we are able to shield children and their parents from the trauma of homelessness and family separation. We provide wraparound services that are voluntary, flexible, comprehensive, and easy to access. Our families have access to these services for as long or short as they need. All the services are based on helping our families stay housed, such as case management, employment assistance, mental health assistance, and connections to public assistance programs such as SNAP and Medicaid. The supports are designed to be flexible and robust enough to meet each family's unique needs. In 2020, the United States reported a 7% rise in unsheltered homelessness. It is likely much higher due to several areas not reporting due to COVID19. Permanent Supportive Housing is a proven method to reduce homelessness for the long-term. Much more so than traditional shelters and transitional housing.

3. Describe what research based programs and strategies will be utilized to make the program successful.
CCS is following the Keeping Families Together Program format that has been used successfully across the country and has shown success in our community since 2017. Keeping families together leads to less trauma for the children and parents. Children that are removed from their families and enter into the foster care system have higher risk for impaired neurodevelopment, psychiatric problems, abuse, poverty, homelessness, incarceration, suicide and early death. CCS is seeking to continue to improve the lives of families in Campbell County by creating a stronger environment for the entire family-not just the child.

Families become the focal point for holistic intervention and support, and crises leading to removal of children could be averted.

The Metis Associates evaluation of the pilot program of Keeping Families Together found that family placement into the program, had a high rate of family reunification. All six children who were placed in foster care at the time of the family move-in and had the goal of reunification, ended up reunited with their families. These six children had spent a total of 3,239 days in foster care in the two years prior to the program and following the placement in Keeping Families Together, the children consumed only 744 days of foster care.

The study also concluded that the program reduced the families use of homeless shelters. In the two years prior to joining the program, the families consumed a total of 14,323 days of single-family shelter and 618 days in single and adult shelter. In the two years following, the shelter use declined to 620 days in family shelters.

By providing a permanent supportive housing, the Council seeks to reduce the rate of costs accrued to the community. By providing stable housing alongside intense case management, the program reduces the need for high-cost foster care, as well as calls to law enforcement and homeless shelter costs. Staff also helps residents manage chronic health issues by offering support, coordinating appointment, referrals, and more to help the chronically high need and DFS involved families lead healthy, independent lives. CCS is also using HMIS to measure performance based on accurate data in order to determine efficiency and ensure CCS is in line with HUD's policy priorities. HMIS will also assist our case managers in understanding how families are doing in meeting their goals.

All of our Case Manager's are trained in Adverse Childhood Experiences (ACE's). By understanding how adverse childhood experiences affect people, our managers gain an understanding of why the parents might perpetuate some form of household dysfunction. They also understand the importance of promoting resiliency in children, teaching and encouraging parents to be positive and supportive role models, and work to ensure they all live in a stable and safe environment.

C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.
CCS worked closely with the Department of Family Services, the Corporation for Supportive Housing, and Housing and Urban Development to implement the program in 2017. We continue to work closely with DFS to provide support services to our families that support DFS's case management and family goals. The program also supports HUD's goals of reducing family homelessness and generational poverty. All of our families receive referrals to any programs in Campbell County that would help them become more self-sufficient or will benefit the children in the home. Our Case Managers work with the families to sign up for any programs, assist in finding affordable housing, and navigate complicated government systems. Every week, our Case Manager completes an apartment inspection to ensure families are able to keep up with basic hygiene and life skills (laundry, children's homework, dishes, etc) since that can be one barrier to family reunification or a catalyst to family separation. When families are overwhelmed by these tasks, our Case Manger assists them in finding ways to complete them together as a family. CCS stays in communication with the DFS case manager to ensure that parents and children are safe and complying with all DFS requirements. CCS also participates in Child Protective Services meetings alongside DFS, Child Developmental Services, the County Attorney's office, Behavioral Health, and pertinent medical practitioners.

   Families are first identified for our program through their DFS case manager. The DFS case manager uses a set of criteria provided by the Council which prioritizes chronically homeless families and meet the McKinney-Vento definition of homelessness or homeless definitions under other federal statutes. The scoring tool provided to DFS shows that each family must meet family income level that is less than 50% below current HOME median income guidelines, and we prioritize a family who is chronically homeless. Families must also meet all four (4) criteria categories and at least one criterion in each subcategory. The four (4) categories include: (1) Family has long term or repeat pattern of homelessness or housing

instability (2) Family has an open case with Child Protective Services (3) Primary caregiver has persistent challenges and little support (4) Other risk factors that might put families within a higher risk factor for Child Protective Services. These risk factors include subcategories such as domestic violence, age of youngest child is under two, primary caregiver has a criminal arrest history within the past five years, household has been involved with child protective services in the past, and primary caregiver has a history of abuse or neglect as a child or spent time in the foster care system as a child.

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resource that will be provided
Department of Family Services	Referrals, Case Management, Supportive Services
Campbell County School District/ McKinney Vento	Funding for supplies/technology
Wyoming Continuum of Care	Resources/Program Support
Corporation for Supportive Housing	Program Support/Oversight/Technical Assistance
Housing and Urban Development/NOFA	Program Funding
Early Head Start	Support for Families/Education Opportunities

3. Describe how the program will be sustained by the community beyond the funding period.
The Council of Community Services has been in operation for over 50 years. Our apartments for families have been operating under different family programs since 1999. HUD has allocated funding through the CoC NOFA grant to support some of the operations of the program, as well as using some of that funding to assist in supporting the clients directly with medical, legal, and other supportive costs to help them achieve stability. As a private nonprofit, CCS also uses monetary and in-kind donations to support families whenever possible. In the last several years, CCS has worked diligently to advertise the programs available to the community and has been able to expand our donor base.

D. Project Goals and Outcomes

1. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?
The goals for our Permanent Supportive Housing for Chronically Homeless Families is to stabilize families who are either at risk of family separation or are working toward family reunification. We are requesting 36,400 for this program from TANF so we can hire one case manager that is completely dedicated to our family reunification apartments. As the Council is expanding our services across our agency and serving a higher number of individuals in most departments, we feel that an additional case manager who's sole focus can be on the wellbeing of our families would be an incredibly positive addition to the program. It will become increasingly difficult and time consuming to help families gain access to mental health care and substance abuse treatment as the State of Wyoming is forced to make large budget cuts in these areas. Someone that can navigate these barriers alongside the family will become necessary.

   Stabilization of a family would mean that they are reunified and DFS has deemed their case closed. It would also mean that they have shown progress toward other goals such as increased income, ability to create and maintain a budget, ability to maintain a safe home environment, and the ability to communicate effectively with their partner and children. These goals are easier to achieve with supportive housing. The reduced rent payments of the supportive apartments require income but allow for flexibility to continue education or seek higher paying employment. The supportive services provided by CCS help the families navigate through the barriers that have been holding them back from success.

Preventing families from separation or reunifying families quickly, lessens the trauma that occurs to both the parents and children. The trauma caused by separation has been shown to lead to negative outcomes for the children resulting in behavior problems, learning difficulties, and poor mental health. Our partnership with DFS removes the high barrier of housing immediately and allows for quicker unification of parents with children. By working together and bringing in other partners such as Head Start/Early Head Start, Campbell County School District, Boys and Girls Club, and many other local agencies, we successfully provide the support our families need to be self-sufficient. We are providing assistance to the most difficult DFS families who are using the most resources in Campbell County. Since April 2017, we have housed 25 adults and 58 children in our supportive housing apartments. Our partnership with DFS has seen 8 families successfully move straight into permanent housing, while 4 families are still currently housed in the program. 3 parents have successfully completed treatment and are now living in stable housing. Just in 2020, we have housed 11 families, 9 of which have already been able to close their neglect cases with DFS.

Our goal is to assist DFS Case Managers in addressing family's barriers to success. We meet weekly with each family in order to address ongoing problems such as trouble with basic living skills, such as keeping a clean and hygienic home for the family. They work with families on how to make chore charts, what a clean home should look like, and how parents need to model behavior for their children. CCS Case Managers work with families on communication skills and conflict resolution. We provide life skills classes, budget classes, and even family gardening days and healthy cooking days. Our goal is to enable the parents to feel stable and empowered by supporting them and increasing their skill set for future self-sufficiency. Because most of the families entering the program are the families with the highest need, they often lack knowledge of basic skills, healthy coping strategies, and appropriate communication. Our program helps them learn these, gains them access to resources, while providing them extremely low-income housing and support. The program provides the families with the tools they need for success.

Each family is different that enters our program and our case managers adjust to help them set and reach their goals. Some families are quickly reunited and graduate from the program and others take longer to reach stability. For example, Laura entered our program and quickly gained employment and had regular visits with her son. But, because she had let her abuser come around, she was not able to fully reunite with her son. After weekly case management meetings and having the Council's housing and support programs, she felt able to completely separate herself from her abuser and no longer rely on him financially. Within 6 months of living in our supportive apartments, she was able to fully reunite with her son and her case was closed at DFS. By having a stable and safe place to live, she was able to break free from abuse, increase her wages, and be united with her son. After her case was closed, Laura decided to stay in our apartments. Once she gained enough confidence and savings, she was able to successfully move out on her own into stable permanent housing.

2. **Outcomes:** Using the chart below, please identify the **measurable** outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Children exit foster care and unified with parents	Clients will be reunified with children in their home	Weekly case management meetings and apartment walk-throughs to meet DFS case goals	Notes entered into HMIS to track goal progress
Family exits program into stable housing	Clients will be reunified or stabilized and move into stable housing	Clients meet with case manager weekly to evaluate goal progress and work toward stability	Will be entered into HMIS to show clients have successfully graduated from program and into stable housing

Parents gain knowledge of basic life skills	Clients show progress on weekly apartment walk-throughs	Clients will meet with case manager to discuss barriers and problems with apartment walk-throughs.	Will be entered into HMIS data tracking system to evaluate progress and track successes

3. Describe your data collection methods to be used.
The Council will be able to track this data using HMIS and the Coordinated Entry system. HMIS will track the family length of homelessness, how many times they were homeless, and when they entered permanent housing. This information will help the Council in establishing system-level performance measures which can be reported to our State CoC. The council will also work with families who are unstable in their housing and are at risk of becoming homeless, thus reducing the number of families that enter homelessness. This data will also be tracked through the HMIS system. Families who apply for the program will work with the Case Manager to fill out a VI-SPDAT in HMIS and be entered into the Coordinated Entry system, regardless of whether or not they qualify or enter the program. Any data collected will ensure that the Council can continuously evaluate the programs performance over time and be able to make changes during evaluation that may prove more successful.

4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?
Once families are placed in our Permanent Housing program, they will receive intense case management, with the goal of increasing stability, as well as income through services such as Skills Training, access to continuing education, Social Security and Social Security Disability when possible, meeting TANF's performance goal to, "create effective pathways to economic opportunity, including access to mainstream education and training and individualized services for those with barriers to employment". Services will help to ensure that those families who enter our Permanent Housing do not return back to homelessness. The Council will be able to track client's rates of return to homelessness or success in stable housing through HMIS and Coordinated Entry. These rates will help the Council determine the success of the program and meet the goals of "alleviate poverty and prevent hardship among children and families, and programs or services to keep children in their homes or in the homes of relatives". The Council's Section 8 Voucher assistance will help the families exit Permanent Housing when they are ready and enter into low-income rental units. This will help families stay in stable housing and decrease their chance of going back into homelessness.

G. TANF Recruitment

1. Describe your recruitment and enrollment process or TANF eligible individuals/families?
Families who meet the chronic homeless definition and also meet at least one criterion in each sub- category could be eligible to go to the top of the priority list. Those families that are identified by DFS, are advised to make contact with the Housing Case Manager at the Council. Those families work with the Housing Case Manager to fill out a VI-SPDAT assessment. The assessment will help to prioritize the neediest families based on a scoring system. Each family is then also entered into the Coordinated Entry system, regardless of whether they make it into our Supportive Housing Program. Families are then put on a waitlist for an apartment unit, with the highest need families receiving priority.

Once families are in the program, they are referred by their Council case manager to the Council's other programs such as our Food Pantry, Soup Kitchen, Medical and Dental Emergency Funding, and when families are stable and ready to move out, they are assisted with Section 8 applications. When families leave our program, priority will be given to chronically homeless families for permanent housing. Should there be no chronically homeless families within our area, the available permanent housing will go to the family with the highest priority using the VI-SPDAT assessment and the Coordinated Entry system. Families will also receive services through our Seconds on the Avenue Thrift Store which will provide the family with vouchers for free clothing, furniture, school supplies for children, and necessary household items such as cookware, kitchen tables, and cooking appliances. These items will assist the families in setting up their stable household.

One example of a successful family is Sarah, who is a single mom with three children. Sarah was supposed to move in in April of 2019. The plan was to be released from substance abuse treatment into our apartments. She had paid her initial deposit and completed all of her required paperwork for our apartments and our apartment was being held for her. Once released from treatment she faced a setback. She had gotten into a physical altercation with another woman. She was returned to jail and went to a longer- term treatment facility for substance abuse. She was released again and was staying with friends until an apartment was available in our supportive housing. During that time, her friend's house that she was staying at burned down and she lost what physical belongings and paperwork she had. This made it impossible to be reunited with her children since she became homeless and living on the street.

Our Case Manager worked with Sarah to once again begin her introduction into our program. Once one of our apartments became available, she was ready to move in. She moved in and successfully worked with one of our case managers to take advantage of what our program can offer. She worked hard and graduated drug court. She was then reunited with her children and her DFS case was able to be closed. She applied for college and will begin her classes this summer. She did all of this during the Covid19 pandemic. Having a stable living environment was the catalyst she needed to start her life over, free from drugs and violence. Anytime she ran into a barrier or a trigger, she had supportive services to lean on. We are immensely proud of our program participants. Sarah was ready to take this opportunity. Some of our participants are much slower to excel than Sarah, and that is okay too. Each family is able to go at their own pace to become a success.

2. What is the projected number of TANF eligible individuals that will be served by this program?

We are able to house 6 families at a time with a maximum of 43 people. We project that we will house 35 people, with 15 of those being TANF eligible parents.

3. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

CCS Case Manager will use client's previous monthly income to determine their income eligibility for TANF services. Client's will need to meet 185% Family Poverty Level. For households with more than 8 persons, $8,288/year will be added for each additional person.

DFS case manager also uses a set of criteria provided by the Council which prioritizes chronically homeless families and meets the McKinney-Vento definition of homelessness or homeless definitions under other federal statutes. The scoring tool provided to DFS shows that each family must meet family income level that is less than 50% below current HOME median income guidelines, and we prioritize a family who is chronically homeless.

BUDGET

Instructions:

1. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.

2. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.
   a. The Proposer shall submit a proposed budget in line item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
   b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.

c. The Proposer shall separate all administrative costs to verify compliance with administrative limitations.
d. Administrative expenses shall not exceed 10% of the non-administrative expenses.

3. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/families vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.

4. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, supplies, facilities rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

Budget:

1. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)

We receive HUD funding from the Continuum of Care grant. We receive about 30,000 in operating money and 20,000 in direct client assistance. The Council also uses fundraising income to help support the program and will continue to utilize this funding stream for all programs.

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

The program is not only designed to assist high need families and keep children out of foster care, it also reduces the costs in public service use. Because our program is so new, we do not have local data on success rates, but according to a Metis Associates evaluation of the Keeping Families Together program, the cost of this supportive housing intervention does reduce public service use by the families. The analysis examined the costs associated with the families use of foster care services and homeless shelter in the two years prior to and two years following family placement into Keeping Families Together. The changes in public costs associated with the reduced use of these two service systems were then compared with the cost of supportive housing.

The cost offset analysis found that families placed into the program, reduced their actual and potential use of foster care services by a total of 5,415 days over two years, and their shelter use by 13,703 days over two years. The analysis shows that this reduction in foster care and shelter days, represented a total offset in costs of $1,866,592 over two years ($64,365 per family). In this analysis, Metis Associates is assuming a two-year per unit cost of supportive housing of $66,552. Under this assumption, foster care and shelter reductions alone offset 97% of the cost of supportive housing.

According to data provided by Wyoming Foster Care, 1,239 children were in the foster care system in Wyoming in 2011. 642 of those were placed into foster homes with the average length of stay being 334.60 days. 72% of the young people leaving the system in 2011 were reunified with their birth parent(s) after their foster care stay. The Council's goal through our program, is to reduce the number of children going into foster care, as well as, reduce the number of children entering and leaving the foster care system multiple times. Not only does this help the parents and children, it reduces the high cost associated with the foster care system. In Wyoming, as of 2010, the rates for foster care ranged from $645.00 to $732.00 a month per child. Specialized care rates were $650.00 to a maximum of $800.00 per month per child.

The Metis Associates evaluation of the pilot program also found that family placement into the Keeping Families Together program, had a high rate of family reunification. All six children who were placed in foster care at the time of the family move-in and had the goal of reunification, ended up reunited with their families. These six children had spent a total of 3,239 days in foster care in the two years prior to the

program and following the placement in Keeping Families Together, the children consumed only 744 days of foster care.

The study also concluded that the program reduced the families use of homeless shelters. In the two years prior to joining the program, the families consumed a total of 14,323 days of single-family shelter and 618 days in single and adult shelter. In the two years following, the shelter use declined to 620 days in family shelters.

By providing a permanent supportive housing, the Council seeks to reduce the rate of costs accrued to the community. By providing stable housing alongside intense case management, the program reduces the need for high cost foster care, as well as calls to law enforcement and homeless shelter costs. Staff also helps residents manage chronic health issues by offering support, coordinating appointment, referrals, and more to help the chronically high need and DFS involved families lead healthy, independent lives. CCS is also using HMIS to measure performance based on accurate data in order to determine efficiency and ensure CCS is in line with HUD's policy priorities. HMIS will also assist our case managers in understanding how families are doing in meeting their goals.

Annual Amount Requested from Proposal: $25,575.25

	Program Costs	Admin Costs	Summary and Justification for Budget Expense
Salaries Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	19,175.75		We have staff who monitor the building and are available to residents 24 hours a day. The families would also have a dedicated Case Manager who only works with the chronically homeless families in the program and the individuals in our phase 3 apartments 8am-5pm in the office.
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Benefits for all staff who provide direct client services.	5,400		Paid benefits include sick leave, vacation leave, and a portion of health insurance costs.
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Taxes for all staff who provide direct client services.	1,000		
Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use. *cannot include computers			
Recruiting and Marketing			

*cannot include promotional items.			
Travel Travel necessary to serve participants.			
Rent and utilities Rent and utilities for space provided to direct services for participants. *cannot be used for participant rent/utilities			
Participant Tuition and Class Fees			
Participant Class Supplies and Materials			
Participant License and Certification Fees			
Participant Drug and Aptitude Screening Can include other types of assessments.			
Work Support Services and Clothing			
Participant Wages			
Participant Fringe Benefits			
Participant Incentives			
Other Participant Needs: Description -			
Sub-Totals	25,575.75		Total Administrative Costs cannot exceed 10% of your total ***Program*** Costs
TOTAL BUDGET	25,575.75		
Number of TANF Participants Planning to Serve	15		
Cost Per TANF Participants	1,705		

COVER PAGE

1. County/Tribe: Campbell County

2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to the Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

   Name: Kristin Young/Sandra Beeman

   Title: Grant Specialist/Administrative Coordinator

   Organization: Campbell County Government

   Address: 500 South Gillette Avenue, Suite 1100, Gillette, WY 82716

   Phone: (307) 687-6324

   Email address: kristin.young@campbellcountywy.gov / sandra.beeman@campbellcountywy.gov

3. Primary Contact for the Sub-recipient. Implements the program.

   Name: Kay Guire

   Title: Interim Director

   Organization: Personal Frontiers, Inc.

   Address: 310 South Miller, Suite G, Gillette, WY 82716

   Phone: (307) 686-1189

   Email address: director.pfi@vcn.com

4. Program Name: Personal Frontiers, Inc.

5. Requested Amount: $10,705.75

6. Authorized Representative/County Commissioner Chair: Del Shelstad

   Date: April 27, 2022

   Phone: (307) 682-7283

   E-Mail: del.shelstad@campbellcountywy.gov

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PROPOSAL

A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

   PFI to provide mental health to adult and adolescents including substance abuse, couples counseling and parenting education. Across the continuum of care prevention strategies work to prevent or delay the use and misuse of substances, prevent suicide, promote mental health, mitigate problems among populations at risk for mental and substance use disorders, foster resilience, and prevent the onset among populations showing early signs and related problem behaviors.

   Recovery oriented care and recovery support systems help people with mental and substance use disorders manage their conditions successfully, sustain long-term recovery, and lead full lives while keeping families together. To build community resilience there is tremendous potential to work together in a coordinated and comprehensive manner. Specifically, within the prevention and recovery efforts, representing respective parts of the continuum of care and those involved – individuals, families, community sector representatives, clinical providers, prevention practitioners, and people with lived experience.

   Prevention and recovery services are critical elements of a health safety net for communities. PFI aims to sustain and bolster these services and work together to ensure seamless support for people in recovery and their families. Our mutually reinforcing activities enable us to work collectively and coordinate as a cohesive system, take what we're learning and infuse this information into our respective networks, and adjust how we carry out our work to create hope, build resilience, and strengthen our communities.

2. Is this program different from previous programs operated with TANF funds in the past?
   Yes ☐ No X If so, how is it different?

3. Area(s) served.
   PFI primarily serves residents of Gillette, Wright and Campbell County, WY. Services are also provided through referrals from other agencies throughout Wyoming. We have seen an increase in clients receiving DUI's in Campbell County but live outside the state and are being referred to PFI to complete their Alcohol/Substance Abuse Assessments. PFI can assist those clients' needs through our telehealth services.

4. Population served.
   We serve adolescents and adults. We provide a sliding fee scale to ensure that families within limited resources can participate in treatment without a tremendous financial burden.

5. Beginning and end date of program.
   Currently and ongoing.

6. Program availability: when is the program offered (i.e. time of day, how often, time of year)?
   Individual counseling is offered Monday through Friday 8:30AM to 5:30 PM with occasional weekend appointments to meet our clients needs. We provide continual Intensive Outpatient and Relapse Prevention Meetings to work around work schedules and family functions.

B. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

According to a publication the was produced for the Wyoming Department of Health in 2018, WYSAC. (2018). Telling the Story of Opioid Use in Wyoming by R. Wambeam, L.R. Gilbert, & T. Kilwein. WY: Wyoming Survey & Analysis Center, University of Wyoming.

Five counties exceed the state average in prescription medication misuse among middle school students
WYOMING Average 1.2%

1. Campbell 2.1%
2. Freemont 1.8%
3. Natrona 1.4%
4. Platte 2.1%
5. Washakie 2.1%

Nine counties exceed the state average in prescription medication misuse amount high school students
WYOMING Average 3.5%

1. Campbell 5.5%
2. Carbon 3.6%
3. Fremont 4.0%
4. Goshen 5.3%
5. Hot Springs 10.5%
6. Park 4.2%
7. Teton 4.2%
8. Unita 3.8%
9. Washakie 7.4%

Wyoming is experiencing the same increase in opioid-related problems as the nation. Our community continues to lose providers and accredited programs to help with substance abuse issues that in turn takes a toll on our youth and families

2. What is the resource gap(s) that is being addressed by your program?
   We provide a varied approach to substance abuse. PFI is not only a CARF accredited Outpatient Substance Abuse facility but is also equipped to handle mental health issues and medicated assisted treatment program.

3. Describe what research based programs and strategies will be utilized to make the program successful.
   Clients complete a personal statistics survey upon entrance to our program, Identification is required along with collateral information from outside sources (i.e. DOT, Treatment Providers, Department of Family Services, Probation, etc). Information is also collected through the evaluation process and ongoing contact with the client. All information is collected is verified against each source.

C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.
   As described above, we collaborate with many agencies for referrals, resources and often additional funding.

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resource that will be provided
Wyoming Detention Center	Allows PFI to do individual, group and provide Addiction Severity Index (ASI's) to inmates, assisting them into treatment facilities.

United States Probation	Provide ASI's through a contract for service. See clients for mental health and other services as needed (non-contract)
Department of Family Services	Referrals

3. Describe how the program will be sustained by the community beyond the funding period.
PFI has been providing services since 1976, we will continue to look for other grant opportunities. Many of our clients have insurance or Medicaid that assists in our funding resources.

D. Project Goals and Outcomes

1. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?
We provide services to individuals on a sliding fee basis, our goal would be to make our program accessible to TANF eligible individuals/families at reasonable cost while providing case management, mental health and substance abuse treatment.

2. **Outcomes:** Using the chart below, please identify the **measurable** outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Serve 15 TANF individuals and families to completion	Number of families that graduate from our program	1. Case Management 2. Peer Support 3. Individual Counseling 4. Community Collaboration	Detailed case management outcomes Surveys and client satisfaction measurements

3. Describe your data collection methods to be used.
Clients will have a treatment team that sets up a specific treatment plan that will be updated at each phase of treatment to the completion of the program.

4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?
PFI measures success by successfully graduating from the program successfully without using alcohol or drugs.

G. TANF Recruitment

1. Describe your recruitment and enrollment process or TANF eligible individuals/families?
We have an application for treatment that is staffed with clinical staff and approved if appropriate. PFI will do an ASI or Psychological evaluation to measure the need of care. Financial applications and forms are filled out during our intake process.

2. What is the projected number of TANF eligible individuals that will be served by this program?
15-20

3. Provide an explanation on how income information will be gathered to determine TANF eligibility.
Income eligibility shall be established by verifying gross family income for the previous month. Applicants

shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

BUDGET

Instructions:

1. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.

2. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.
   a. The Proposer shall submit a proposed budget in line item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
   b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.
   c. The Proposer shall separate all administrative costs to verify compliance with administrative limitations.
   d. Administrative expenses shall not exceed 10% of the non-administrative expenses.

3. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/families vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.

4. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, supplies, facilities rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

Budget:

1. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)
   Cash contributions and write offs

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

Personal Frontiers Inc.
FFY2023 TANF CPI
Annual Amount Requested from Proposal: $10,705.75

	Program Costs	Admin Costs	Summary and Justification for Budget Expense
Salaries Admin: Activities spent managing the grant.			

Program: Wages for all staff who provide direct client services.			
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Benefits for all staff who provide direct client services.			
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Taxes for all staff who provide direct client services.			
Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use. *cannot include computers	$100.75	$0	Cost of program material including SASSI's for ASI's
Recruiting and Marketing *cannot include promotional items.			
Travel Travel necessary to serve participants.			
Rent and utilities Rent and utilities for space provided to direct services for participants. *cannot be used for participant rent/utilities			
Participant Tuition and Class Fees	$9,206.00	$0	Direct program cost of II.I Intensive Outpatient (IOP) and/or I Recovery Maintenance to include individual mental health counseling
Participant Class Supplies and Materials	$349.00	$0	IOP and Recovery Maintenance Packets
Participant License and Certification Fees			

Participant Drug and Aptitude Screening Can include other types of assessments.	$1,050.00	$0	ASI Screening to determine level of treatment ($150 per ASI)
Work Support Services and Clothing			
Participant Wages			
Participant Fringe Benefits			
Participant Incentives			
Other Participant Needs: Description -			
Sub-Totals			Total Administrative Costs cannot exceed 10% of your total ***Program*** Costs
TOTAL BUDGET	$10,705.75		
Number of TANF Participants Planning to Serve	7		
Cost Per TANF Participants	$1,529.39		

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COVER PAGE

1. County/Tribe: Campbell County

2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

Name: Kristin Young/Sandra Beeman

Title: Grant Specialist/Administrative Coordinator

Organization: Campbell County Government

Address: 500 South Gillette Avenue, Suite 1100, Gillette, WY 82716

Phone: (307) 687-6324

Email address: kristin.young@campbellcountywy.gov / sandra.beeman@campbellcountywy.gov

3. Primary Contact for the Sub-recipient. Implements the program.

Name: Ryan Anderson

Title: Executive Director

Organization: Youth Emergency Services, Inc. (Y.E.S. House)

Address: 905 N. Gurley Ave., Gillette, WY 82716

Phone: 307-686-0669

Email address: randerson@yeshouse.org

4. Program Name: Day Treatment

5. Requested Amount: $38,212.75

6. Authorized Representative/County Commissioner Chair: Del Shelstad
County Commissioner Chair

(No signature required here. Signature is required on the Assurance page)

Date: April 27, 2022

Phone: (307) 682-7283

E-Mail: del.shelstad@campbellcountywy.gov

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PROPOSAL

A. Summary of Proposed Program

1. **Please provide a synopsis of the program you propose.**

The Day Treatment program operates from 8am to 7pm Monday through Friday year-round. It is designed with the goal of helping low-income families keep their children at home, remain free of substance use, strengthen family functioning and help families to reach self-sufficiency. The program consists of two major sections: 8am to 3pm children attend the Y.E.S. House on-site 7-12 grade school; and 3pm to 7pm children and their families receive treatment services.

Youth receive individual and group counseling, participate in substance abuse groups and in life skills sessions. Education is provided on anger management, addictions, parent/child relations, peer relations, employment, criminal thinking errors, character development, educational skills and building self-esteem. The family, as a whole, receives family counseling.

A broad range of services are offered to youth and their families in addition to the core treatment services: 1). parent education through the Y.E.S House's Nurturing Parent classes (a 12-week evidence-based program for parents and youth); 2). Healthy eating and nutrition education through the Y.E.S. House resources and the Campbell County Extension Office; 3). Work readiness training and job-related skills in higher paying occupations and industries through a partnership with the Gillette Workforce Center. 4). Life skills such as general nutrition, budgeting, obtaining employment, pursuing technical or post-secondary education, setting goals, finding enjoyment in life without the use of drugs and alcohol, dealing with adversity, conflict resolution, self-respect, and values. 5). Mentoring services – matching at-risk youth with positive adult role-models. 6). Wyoming Personal Responsibility Education Program – an evidence-based 8-10 session pregnancy prevention program. 7). Linkage of parents to various community resources based on the needs of the families. 8). Artistic and cultural enrichment opportunities are offered through a Dance Outreach residency that introduces youth to various dance styles: jazz, ballet, tap, ethnic and modern dance. 9). Aftercare is provided for an additional 12 months after the youth's graduation from the program. These services ensure that the youth and their family continue to maintain a positive and constructive lifestyle. If during the aftercare period youth and their family need additional services, they are either provided by the Y.E.S. House, or the partners of the program.

2. **Is this program different than previous programs operated with TANF funds in the past?**
   Yes ☐ **No** ☒ **If so, how is it different?**

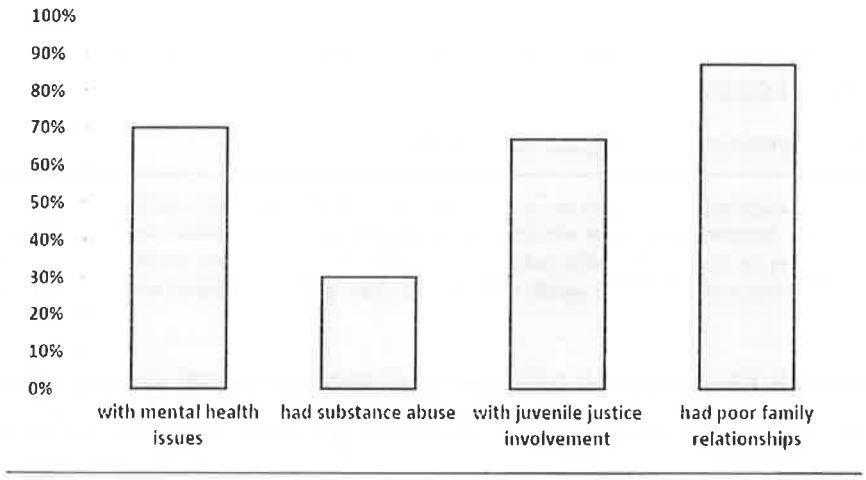
3. **Area(s) served.**

Campbell County

4. **Population served.**

The population that will be served is directly linked to the intent of the TANF program areas. The program will serve at-risk, low-income families with children who are transitioning from out-of-home placement or detention back into families, and those who are at risk of out-of-home placement (court involvement). The children that will receive services will be children whose families are living with incomes that are at or below 185% of the federal poverty level. Some of the children that the program will serve will come from families that deal with generational substance abuse and family dysfunction. The program will focus on low-income families with children and provide comprehensive services that address mental health/substance abuse issues, support, family counseling, parent education classes and pregnancy prevention. In the planning, design and implementation of services the program will focus on, and strengthen the entire family and move them towards self-sufficiency, meeting the goals established by the TANF/CPI program, and this request for proposal.

The chart below explains the profile of 27 TANF eligible families from April 1, 202 through March 31, 2022.



Eight to ten youth will be served in the program daily, making a total of thirty (30) individual youth, one-hundred and five (105) family members will be served during twelve months.

5. **Beginning and end date of program.**

   October 1, 2022 – September 30, 2023

6. **Program availability: when is the program offered (i.e. time of day, how often, time of year)?**

The Day Treatment Program will operate from 8am-7pm, working with families until 8:30pm, Monday through Friday year round at the Y.E.S. House Center. It will consist of two major sections: from 8am to 3pm children will attend the Y.E.S. House on-site 7-12 grade school; and from 3pm to 7pm children will receive treatment/prevention services. The family as a whole will receive family counseling, and life skills training in the afternoon and early evenings. Families attend Nurturing Parent classes every Monday night for twelve weeks from 5:30pm to 8:00pm.

B. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. **How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.**

The following data was used to estimate the need for Day Treatment services in Campbell County. Campbell County is a rural ranching community with coal and oil as its primary industries. Controlled substances abuse is pervasive, and includes an acceptance of juvenile usage of alcohol, tobacco and other drugs. For several years Campbell County has been designated as a "High Intensity Drug Trafficking Area". Due to the make-up of the community, it attracts the transitional population and a devastating number of parents with children that are substance users.

1. Families living in poverty:
   - In the 2020-2021 school year, 30% of children were eligible for free and reduced cost lunches at Campbell County School District #1.
   - In 2020-2021 there were 229 self-reported homeless children receiving educational services at the Campbell County School District #1.
   - 182 homeless youth and young adults sought emergency services at the Y.E.S. House in 2021.
   - 13.6% of families in Campbell County live below the poverty level (2020 Annie E. Casey Kids Count reports).
2. Families with at-risk factors

- Wyoming Prevention Needs Assessment Survey's was conducted in 2018 with 6th, 8th, 10th and 12th grade students with the goal of assessing adolescent substance use, anti-social behavior, school safety and the risk and protective factors that predict youth behavior problems. This survey revealed that in Campbell County: 1). *risk factor – poor family management:* 6 graders – 26%; 8 graders – 37%; 10 graders – 28%; and 12 graders – 31%; 2). *risk factor – parents attitude favorable to ASB (anti-social behavior)*: 6 graders – 28%; 8 graders – 44%; 10 graders – 45%; and 12 graders – 33%. *risk factor – parents attitude favorable to Drugs*: 10th graders – 45%; 12 graders – 57%.
- Family structure can also have adverse effects on youth. Families are struggling to stay together. According to the Centers for Disease Control and Prevention, in 2020 the national divorce rate was 2.3 divorces per 1,000 people; in Campbell County that rate was 4.5 according to Wyoming Department of Health.
- Department of Family Services in Campbell County receives between 960 to 1,200 reports on child abuse and/or neglect annually; and there were 180 children in foster care on any given day.

3. Suicide and Children: WY Prevention Needs Assessment 2020
   31% of youth felt sad or hopeless
   20% seriously considered attempting suicide
   11% attempted suicide
   Wyoming ranked #1 in number of suicides per 100,000 (30.46 per 100,000) population in 2020 (American Foundation for Suicide Prevention 2020).

2. What is the resource gap(s) that is being addressed by your program?

The need for the Day Treatment Program was identified by the Department of Family Services in Campbell County and supported by the Campbell County Juvenile Services Partnership (JSP) Coalition. JSP includes representatives from more than thirty agencies, organizations, businesses and individuals that work with or are committed to children and families. DFS and the members of the Coalition identified a gap or lack of adequate services to youth that combines treatment with education while allowing families to stay together and children to remain in the community. DFS/JSP also stressed that poor family management skills and parents attitude favorable to anti-social behaviors and drug use need to be addressed as well.

3. Describe what research-based programs and strategies will be utilized to make the program successful.

The Day Treatment program utilizes several research-based practices that are effective when working with high-risk families. First of all, the core of the program is based on active family involvement, their voice and choice, utilizing Positive Practices and on addressing risk factors by building on the positive assets that families possess. It is a family-centered program.

The Day Treatment educational component is geared to meet the individual academic needs of youth through a highly structured, individualized and supportive setting.

The treatment portion of the program utilizes the following evidence-based treatment modalities: cognitive behavioral therapy, motivational interviewing, (http://www.nrepp.samhsa.gov, both are rated best practice by the Substance Abuse and Mental Health Services Administration, SAMSHA); components of Family Behavioral Therapy and Functional Family Therapy (http://www.drugabuse.gov, rated best practice by the National Institute of Drug Abuse). When substance use is an issue for youth, relapse prevention and a 12-Step Program are utilized (http://www.drugabuse.gov, are rated best practice by National Institute of Drug Abuse). Treatment goals are developed on an individualized basis in collaboration with the family. Both the individual and family strengths are utilized to encourage therapeutic change.

Furthermore, an individualized behavioral plan, that outlines goals and issues, is developed for each youth using the Family Group Conferencing model. Youth's involvement in positive recreation, and artistic and cultural experiences serve as an additional strong reinforcement for youth to succeed.

Families' participation in the Nurturing Parent Program. This 12-week evidence-based Nurturing Parenting Program builds protective factors in families and increases the health and well-being of youth and their families. (http://www.nrepp.samhsa.gov, rates best practice by the Substance Abuse and Mental Health Services

Administration, SAMSHA and http://www.ojjdp.gov, by the Office of Juvenile Justice and Delinquency Prevention). The Nurturing Parenting Program continues to make significate impact on families and their functionality.

C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.

Campbell County is a team-oriented community. The JSP coalition meets monthly to share concerns, identify the gaps and needs of the community, establish goals, set guidelines, and make decisions. The following need assessment surveys were reviewed to identify the priorities for children and families in Campbell County: the Preventive Needs Assessment (PNA), the Campbell County CARE Board need assessment for low-income families, data provided by the DFS, County Attorney's Office, Diversion and Juvenile Probation Department, Gillette Police Department, Sheriff's Office, Council of Community Services, Census data, etc. The members also looked at the Community Human Service Resource Manual that details the services provided by human resource agencies and organizations in Campbell County. Based on the data provided and identified service gaps, the JSP members and DFS representatives assessed the needs of the community and chose the risk factors (poor family management skills, parents attitude favorable to anti-social behaviors and drug use, high alcohol and tobacco use among teens) that the TANF/CPI funds will be used to address.

JSP/DFS felt that the Y.E.S. House Day Treatment program is made of elements that address these risk factors and strengthen such protective factors such as bonding among family members, empowering families to become nurturing and a stronger unit, connecting youth to positive role models through mentoring and building healthy values and beliefs. Therefore, the services that Day Treatment provides which combine counseling, mentoring, substance abuse groups, parenting classes while allowing families to stay together and youth to remain in the community were one of the focuses during the community planning process.

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resource that will be provided
Diversion and Juvenile Probation Departments	Assist with referrals and participate in the youth's case management
Department of Family Services	Assists with referrals and development of individual treatment plans, the evaluation process, conducts background checks of employees and volunteers; assists with gap analysis
Campbell County Extension Office	Provides instructors to teach nutrition and healthy living classes
Workforce Center	Coordinates internships/apprenticeships for clients to learn job-related skills and provide pre/post-employment training
Gillette Abuse Refuge Foundation (a domestic violence shelter)	Conducts educational presentations to parents and teens at our Nurturing Parent classes
Juvenile Services Partnership	Assists with gap analysis/need assessments

3.Describe how the program will be sustained by the community beyond the funding period.

The need for the Day Treatment Program was determined by DFS and the Campbell County Juvenile Services Partnership Coalition. The community felt it was our major priority to start serving youth that needed treatment and educational services while keeping them in their homes. The Coalition members meet the second Friday of every month and discuss various programs that are implemented in the community, and how they can be sustained. The main factor in the sustainability of the program beyond the TANF funding is the community involvement in serving needy children and families. Additionally, the Y.E.S. House has a long history of collaborating with private, governmental and corporate entities in the community for referral services, support, employment opportunities for our

youth, volunteers' involvement, etc. This is another important factor in sustaining the Day Treatment Program. The Y.E.S. House Foundation also started an Endowment Fund with the goal to ensure that the programs at our agency will be sustained as long as there is a need for them.

D. Project Goals and Outcomes

1. **Goals for the Project: What are the goals of your program? How will you serve TANF eligible individuals/families?**

It is the goal of the program to assist families in moving towards self-sufficiency by providing youth with treatment and educational services while keeping them in their homes; and by providing families with individual and family counseling, family classes, etc. The whole program is a collaborative community-based and data-driven project to address the pressing needs of children and families in Campbell County.

2. **Outcomes:** Using the chart below, please identify the **measurable** outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Keep families intact	77% of youth will be safely maintained and cared for in their homes	- Nurturing Parent classes for parents and teens - Substance abuse and mental health groups - Individual and family counseling - Life skills groups	Case notes while clients in the program, and follow up records with families after the discharge
Improve family management skills and functioning	86% of families improve their family management skills; and learn about healthy relationships, communication and healthy behaviors	Participation in the Nurturing Parent Program	Pre and post Nurturing Quiz

3. **Describe your data collection methods to be used.**

Data will be collected from the Nurturing Parent quizzes, interviews, clients' satisfaction surveys, case notes, and follow ups will be utilized to assess program's effectiveness. During quarterly meetings, the partners of the program will discuss if the program is meeting its benchmarks, analyze what data is revealing, discuss solutions and make the strategic plan for the next four months.

4. **How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?**

Data from the above instruments, interviews, and documents will be compiled monthly and submitted on a quarterly basis. This is accomplished through a combined, team effort that includes therapists, educational personnel, youth advocates/case managers and evaluator. The Project Evaluator will report on what the analyzed data has revealed. Much of the data is subject to analysis for rate and percentage of change. The evaluation plan will consist of incorporating key methodologies, that of process and outcome evaluations, into the overall plan. The PROCESS evaluation will tell if the program is effective: if parents are improving their family management skills; if cooperation with the outside agencies is contributing to the program's effectiveness, etc. The OUTCOMES Evaluation will address

whether the program is achieving its intended outcomes. The partners will estimate the direction of the trend, and if the program is achieving its goals.

A post-discharge instrument will also be utilized which follows the family at 3, 6 and 12 months after discharge from the Day Treatment Program. The information on this instrument is acquired by phone or face-to face visits with the youth and/or family. If the family moves out of area, attempts will be made to obtain an address and phone number to follow-up.

G. TANF Recruitment

1. **Describe your recruitment and enrollment process or TANF eligible individuals/families?**

The program does extensive outreach to reach out to the TANF eligible families that need Day Treatment. Staff conduct weekly communications with organizations that work with families; present to counselors at the Campbell County School District and at civic organizations/clubs. Program's representatives serve on local coalitions and boards such as Juvenile Services Partnership, Community Juvenile Services Board, Campbell County Prevention Council, Child Protection Team and CARE board (oversees CSBG funds for low-income families) to communicate to the community about the Y.E.S. House programs, enrollment process and eligibility. The enrollment process is simple and client friendly. The Manager for Day Treatment reviews all referrals, assesses eligibility, makes a contact with the family, and then refers family to the Y.E.S. House therapy department to do an initial clinical intake/assessment. The Y.E.S. House financial specialist meets with the family to go over the income verification. The family is enrolled in the Day Treatment services between 7 to 14 days.

2. **What is the projected number of TANF eligible individuals that will be served by this program?**

Ten to eight youth will be served in the program daily, making a total of thirty (30) individual youth, one-hundred and five (105) family members will be served during twelve months.

3. **Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.**

The youth that will receive services will be youth whose families are living with incomes that are at or below 185% of the federal poverty level. The TANF eligibility intake form will be utilized to determine eligibility. Parents will be asked to bring two of their most current pay stubs and tax returns for the last 2 years to confirm eligiability.

BUDGET

1. **TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)**

Day Treatment is supported by the City of Gillette 1% tax, private donations, and private insurance/Medicaid if clients have insurance.

2. **What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.**

There are two very clear cost-benefits associated with the Day Treatment program. The first is monetary or dollar savings; and the second is the cost benefit to quality of life for the child, family and community.

The Y.E.S. House anticipates that from October 1, 2022 through September 30, 2023 the Day Treatment program will serve 30 TANF eligible children for a total of 2,800 child service days. The daily cost per day per child for this TANF/CPI grant is $20.19. It is important to further note that the Day Treatment Program is not focused solely on the

child, but focuses on the entire family, making the total number of people served by the program 105, further reducing the cost per day.

The financial benefit to the state of Wyoming as a result of the Day Treatment is impressive. For every 50 Wyoming families that reach self-sufficiency, Wyoming experiences the following cost savings:

Eliminated foster care cost (25 children)	$330,000
Food stamps savings (27 families)	$77,150
Medicaid savings (20 families)	$175,000
Eliminated incarceration cost (9 youth)	$493,560
Annual savings to Wyoming	$1,075,710

The cost benefit as it relates to the quality of life for the youth, family and community is directly related to the youth remaining in their homes and the community. The youth continue to maintain strong bonds with their family and allows them to develop positive support systems that will directly impact their success after they have graduated from the program. Treatment and case management involving the entire family is crucial to the success of the youth. There must be developed a positive, supportive recovery environment for youth to be successful. Furthermore, families frequently have more than one child and the success and knowledge they experience will benefit other family members.

Annual Budget
Youth Emergency Services, Inc.
$38,212.75

	Program Costs	Admin Costs	Summary and Justification for Budget Expense
Salaries Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	27,100	3,040	- Admin: supervision, grant/outcomes management - Program: 50% of wages of 1 FT Case Manager 20% of salaries of 1 FT therapist
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	3,197	-	Benefits are 11.8%.
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	2,710	-	Payroll taxes are 10%
Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use. *cannot include computers	1,984.75	181	- Program: client supplies such as paper, books, art supplies, food - Admin: office supplies
Recruiting and Marketing Cannot include promotional items.	-	-	
Travel		-	

Travel necessary to serve participants.			
Rent and utilities Rent and utilities for space provided to direct services for participants. *cannot be used for participant rent/utilities			
Participant Tuition and Class Fees			
Participant Class Supplies and Materials			
Participant License and Certification Fees			
Participant Drug and Aptitude Screening Can include other types of assessments.			
Work Support Services and Clothing			
Participant Wages			
Participant Fringe Benefits			
Participant Incentives			
Other Student Needs: Description -			
Sub-Total	34,991.75	3,221	Total Administrative Costs cannot exceed 10% of your total ***Program*** Costs
TOTAL BUDGET (Program + Admin)	38,212.75		
Number of TANF Participants Planning to Serve	23		
Cost Per TANF Participants	$1,661.42		**or $17.49 per participant a day**

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ASSURANCE

In compliance with this grant proposal, as published by the Department of Family Service, and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services described in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

If successful in securing funds for TANF CPI, the applicant agrees to the following:

1. Must abide by all rules (if applicable), state, and federal laws applicable to the grant.
2. Must guarantee compliance with federal, state and local fiscal guidelines and reporting requirements applicable to the grant.

Authorized Representative **Signature**: (County Commissioner Chair)

Printed Name: Del Shelstad

Date: April 27, 2022

Assurances must be signed for grant applications to be considered.

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Quarterly Report and Invoice



Temporary Assistance for Needy Families
Wyoming Department of Family Services

TANF CPI
FFY23 Quarterly Report and Invoice

County/Tribe: Campbell County
Reporting Period: _____
Date: _____

Statistics:

During the quarter, please provide the below information on all the TANF individuals you served. Please provide any other relevant data you wish to share.

Participant name (New Y/N)	# of Children	Program enrollment date	SSN collected (Y/N)	Employed at enrollment (Y/N), hourly wage and # hours worked per week	Government programs utilizing at time of enrollment	Services Provided (i.e. vocational training, education, counseling, mentoring)	Milestones completed prior to service end (i.e. completed parenting classes, achieved a personal goal set)	Program completion date	Completed successfully (Y/N)(reason)	Employment after program completion (Y/N), hourly wage and # hours worked per week	Children remain in the home (Y/N)	Specific Goals met for individual?	Other information to Report?
TOTAL TANF Individuals Served													
TOTAL Individuals Served													
% of TANF to Non-TANF													

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Evaluation of Outcomes:

Climb:

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
Show progress each quarter toward the final goal of 80% of the individuals enrolled in the program successfully completing the program.	80% of participants who enter the program will successfully complete it.		
75% of Climb program graduates will be employed after program completion.	75% of these program graduates will be employed after program completion.		
Show progress each quarter toward the final goal of individuals who completed the program earning 90% higher wages than when they entered the program.	75% of program graduates will be employed after program completion and will be earning a 90% higher wage than they were before the program.		
Show progress each quarter toward the final goal of 90% of the individuals who complete the program experiencing a decrease in the dependence on food stamps.	Over time, 90% of program graduates will show a decrease in their dependence on food stamps.		
50% of Climb program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public health insurance.	Of the graduates who enter the program utilizing public health insurance 50% will end their dependence on public health insurance.		
Increased knowledge and skills regarding healthy relationships, strong and stable environments, communication and health behaviors.	100% of single mother who enter the Climb program will have received life skills training and mental health counseling.		

Council of Community Services

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements

Children exit foster care and unified with parents	Clients will be reunified with children in their home		
Family exits program into stable housing	Clients will be reunified or stabilized and move into stable housing		
Parents gain knowledge of basic life skills	Clients show progress on weekly apartment walk-throughs		

Personal Frontiers, Inc.

Outcome	**Measurement**	**Activities to Accomplish Outcome**	**Data/Quality Assurance to be Collected to Validate Measurements**
Serve 7 TANF individuals and families to completion	Number of families that graduate from our program		

YES:

Outcome	**Measurement**	**Activities to Accomplish Outcome**	**Data/Quality Assurance to be Collected to Validate Measurements**
Keep families intact	77% of youth will be safely maintained and cared for in their homes		
Improve family management skills and functioning	86% of families improve their family management skills; and learn about healthy relationships, communication and healthy behaviors		

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Successes and Challenges:
Please share quarterly successes and challenges.

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Quarterly Invoice: Campbell County Commissioners

Submit To:
Georgia Auch
georgia.auch1@wyo.gov

Expenditures for the Month and Year of:
Submitted on:

	Program Costs	YTD Program	Admin. Costs	YTD Admin	Program Budget	Admin Budget
Salaries						
CCS					$19,175.75	
Climb					$10,500.00	$1,495.75
YES					$27,100.00	$3,040.00
Employer Paid Benefits						
CCS					$5,400.00	
CLIMB					$600.00	
YES					$3,197.00	
Employer Payroll Taxes						
CCS					$1,000.00	
CLIMB					$1,010.00	
YES					$2,710.00	
Supplies						
Personal Frontiers					$100.75	
YES					$1,984.75	$181.00
Participant Tuition and Class Fees						
Personal Frontiers					$9,206.00	
Participant Class Supplies and Materials						
Personal Frontiers					$349.00	
Participant Drug and Aptitude Screening						
Personal Frontier					$1,050.00	
Rent and Utilities						
CLIMB					$1,200.00	
Participant Incentives						
CLIMB					$900.00	
Other Participant Needs						
CLIMB Mental Health Provider					$800.00	
Sub-Totals	$0.00	$0.00	$0.00	$0.00	$86,283.25	$4,716.75
Quarterly TOTAL (Program + Admin)					**$91,000.00**	
Number of Participants Served						
Cost Per Participant						

TANF Participant Application and Eligibility Form

Instructions: All applicants shall complete a TANF Participant Application and Eligibility Form. Failure to provide the requested information will result in disqualification from participating in the program. The completed and signed form shall be kept in applicant's file. Participant files shall be kept for 3 years following program exit date.

PROGRAM DATA	
Program Name:	
Date of Program Enrollment:	
APPLICANT DATA	
Applicant Name:	
Social Security Number:	
Address, City, State, Zip:	
Phone:	
Date of Birth (mm/dd/yyyy):	
Parenting Adult:	☐ Custodial ☐ Non-Custodial with Financial Responsibilities ☐ Legal Guardian who is related to child(ren).
Other adult(s) in the Home and Relationship:	
Number of Children:	
Government Programs Enrolled in:	☐ SNAP ☐ Child Care ☐ LIEAP ☐ WIC ☐ POWER ☐ Medicaid ☐ Section 8 Housing
Court Ordered Child Support:	☐ Yes ☐ No Monthly Amount $
Is applicant currently employed:	☐ Yes ☐ No
If yes, name of employer and amount:	Employer Name: Hours worked per week Hourly Wage Monthly Gross Amount
Other Income in Household?	☐ Yes ☐ No
If yes, source of income, who receives it and amount	Source: Who: Monthly Gross Amount $
TOTAL Gross Household Income:	$

ELIGIBILITY CHECKLIST		
Eligibility is determined at time of enrollment; future changes in status will not affect applicant's ability to complete program.		
Applicant lives in Wyoming.	☐ Yes	☐ No
Applicant is a U.S. Citizen or Legal Resident.	☐ Yes	☐ No
Applicant and her family *(benefit unit)* meet income eligibility *(185% of Federal Poverty Guidelines)*.	☐ Yes	☐ No
Applicant is a parenting adult; custodial, non-custodial, or related guardian.	☐ Yes	☐ No

I certify that the above information is correct to the best of my knowledge, and I agree that this information may be released to the Wyoming Department of Family Services.

_____ _____

Applicant Signature *Date*

I certify that the above information is correct to the best of my knowledge. I agree to protect the confidentiality of the applicant information and to use the information for authorized statistical purposes only.

_____ _____

Program Representative *Date*

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NCIC CORRECTIONAL COMMUNICATIONS SERVICE SUBSCRIBER AGREEMENT

CORRECTIONAL TELEPHONE SERVICES, VIDEO VISITATION SERVICES, MESSAGING, TABLETS AND RELATED COMMUNICATIONS SERVICES FOR INCARCERATED PERSONS

CONTRACT BETWEEN CAMPBELL COUNTY SHERIFF'S OFFICE, WYOMING AND NETWORK COMMUNICATIONS INTERNATIONAL CORP. dba NCIC COMMUNICATIONS.

This NCIC Correctional Communications Service Subscriber Agreement ("Agreement") is made this 1st day of October, 2023 ("Effective Date"), by and between NCIC Communications (Provider), a Texas corporation, having its principal place of business at 607 E Whaley St., Longview, Texas 75601, and Campbell County Sheriff's Office, ("Subscriber") having its principal place of business at:

Address: 600 W. Boxelder Road

City, State & Zip Code: Gillette, WY 82718

Contact: Captain Kevin Theis

Phone: (307) 682-7271

Email address: kevin.theis@campbellcountywy.gov

WITNESSETH

Whereas, Subscriber is the governmental or private entity responsible for the management, supervision, custody, protective care and control of 1) incarcerated persons housed in the following jail(s) and/or prison(s):

Campbell County Detention Center
600 W Boxelder Road
Gillette, WY 82718

(the jail(s) and/or prison(s) are referred to in this Agreement as the "Facility" or "Facilities") and 2) all buildings, grounds, property and matters connected with the Facility or Facilities.

Whereas, Provider is qualified and willing to provide Subscriber with the InTouch Correctional Communications System for correctional telephone, video visitation, messaging and related communication services for incarcerated populations;

Now, therefore, in consideration of the mutual benefits to be derived hereby, Subscriber and Provider do hereby agree as follows:

I. TERM

This Agreement shall begin on the Effective Date and continue in full force and effect for a period of three (3) years from such date ("Initial Term") and will automatically renew under the same terms and conditions for two (2) renewal terms of one (1) year each ("Renewal Terms") if notice of non-renewal is not received at least ninety (90) days prior to the completion of the Initial Term or any Renewal Term. Upon completion of the Initial and Renewal Terms, this Agreement shall continue in full force and effect for additional periods of twelve (12) months each if no action is taken by either Party.

II. TERMINATION

Subscriber may terminate this Agreement for cause, pursuant to the provisions of Paragraph IV(A). Provider shall have the right to terminate this Agreement pursuant to the provisions of Paragraph IV(A).

III. COMMUNICATIONS SYSTEMS FOR INCARCERATED POPULATION

A. Installation of Correctional Communications System

Provider shall provide to Subscriber, at no cost, a fully operational, high-security and reliable Correctional Communications System to be installed at the Facility. The system provided to Subscriber shall include all equipment, installation, infrastructure and network, training, operation, ongoing repairs and maintenance of the entire system and its components which, at a minimum, shall meet Subscriber's requirements and be in compliance with any industry standard. The Correctional Communications System shall, depending on the requirements of Subscriber, be capable of providing traditional correctional telephone service, both on-site (standard) and off-site (remote) visitation sessions, educational and communication tablets well as a range of complementary paperless applications such as secure electronic messaging, tickets / kites, digital mail delivery and access to approved third-party applications based on the preferences and allowances of Subscriber.

B. Provider's Responsibilities

Provider shall be responsible for the following regarding the Correctional Communications System:

1. Adhering to any and all municipal, state or federal requirements for equipment installation, certification, training or registration during the life of the Agreement;

2. Complying with all FCC regulatory requirements and any other requirements imposed by local, state and federal regulatory agencies for all correctional communications and related services provided throughout the duration of the Agreement;

3. Making any system modifications necessary to allow incarcerated persons to participate in calls, video visits and secure messaging in compliance with any industry standards or requirement change(s) at no cost to Subscriber;

4. Complying with and updating the Correctional Communications System for any regulatory changes and requirements during the life of the Agreement. These changes include federal, state or local municipal regulatory changes. These changes shall be made within a reasonable time frame at no cost to Subscriber;

5. Providing a comprehensive Correctional Communications System that will allow for all required call types, video visitations and secure messages;

6. Providing a Correctional Communications System which includes, but is not limited to, system infrastructure, network, database, servers, call / video processors, digital and analog communications circuits, telecommunications capabilities, monitoring and recording functionality, and any additional required system functionality;

7. Installing new communications equipment at all included Facilities and any required station cabling as determined necessary;

8. Providing systems and equipment that support the Facility's or Facilities' monitoring/security needs, including terminals and digital recording equipment as determined necessary;

9. Providing a centralized database which shall contain all data elements necessary for provision of monitoring services, reporting and historical transaction information;

10. Providing personnel to include field repair/site technicians to perform oversight, operational assistance and preventative maintenance/repair to the communications equipment;

11. Providing ongoing maintenance, repair, replacement and/or upgrades of all equipment and systems as determined necessary to ensure adequate service delivery;

12. Providing all required training and instructional materials required for use of the telephone services as applicable to incarcerated persons, families, and/or Facility staff; and

13. Providing all related support services not otherwise indicated herein.

C. Correctional Communications System Installation

As part of the installation process of the Correctional Communications System at the Facility, Provider shall:

1. Provide all required materials, equipment, hardware, software and station cabling (where re-using existing station cabling is unavailable or new locations are required) for installation and maintenance of the Correctional Communications System;

2. Wherever possible, re-use existing station cabling installed at each Facility for the Correctional Communications System. In cases where existing station cabling cannot be used, Provider shall install new station cabling (Category 6 minimum) at no cost. Any new cabling shall include wall plate, cross connection, patch cords, etc. as required. Provider shall comply with all applicable electrical codes;

3. Comply with the security guidelines on institutional security policies; and

4. Provide all coordination required with any local bandwidth provider and other carriers during installation and for the duration of the Agreement.

D. Correctional Communications System Functionality

The system installed by Provider shall have the following functions:

1. Be fully supported by an infrastructure which has the capability to provide specified services such as secure and real-time monitoring of all communications (phone, video and messaging);

2. Be fully capable of completing on-site visitation sessions at no cost to the general public or incarcerated person; however, Provider will charge a per-minute rate for any off-site (remote) calls and visitation sessions connected;

3. Provide security features which prevent unauthorized individuals from accessing any information held by Provider;

4. Offer secured access to the system and the database for Subscriber's authorized users;

5. Provide complete support of all systems and software necessary to ensure provision of services at all times for the duration of the Agreement, and;

6. Ensure that informational flyers, placards or other media is provided to incarcerated population and visitors showing communication systems use instructions, rate information and any other information deemed essential to the utilization of the system.

E. Ownership of Correctional Communications Equipment

Throughout the term of the Agreement, Provider shall own all systems and equipment installed at the Facility and shall conduct all maintenance, repairs, upgrades and replacement to systems and equipment at no cost to Subscriber. Provider and Subscriber agree that at no time shall any of the systems and equipment installed at the Facility become a fixture such that it becomes a part of the real property where the Facility is located. Provider and Subscriber agree that all systems and equipment installed at the Facility will remain personal property owned by Provider.

F. Responsibilities of Subscriber

Subscriber shall be responsible for the following:

1. Obtaining all necessary written consents from any applicable governmental or private entity for Provider and/or its subcontractors to:
   a. Access any part of the Facility deemed necessary by Provider;
   b. Perform any contractual duty imposed on Provider in this Agreement;
2. Supplying Provider and/or its subcontractors with security guidelines on institutional security policies;
3. Providing security, where needed, to Provider's employees and/or contractors during the installation, replacement, maintenance, or removal of the Correctional Communications System and its components;
4. Properly accounting for the commissions received under this Agreement to any other necessary governmental or private entity;
5. Providing prompt notice to Provider of any damage, defect, or needed repair to the Correctional Communications System or any of its components;
6. Allowing up at least 16 hours per day access to installed tablets, and;
7. Restricting non-administrator access to changing calling, video and messaging profiles of equipment or specific users (visitors and incarcerated users) which may harm usage and revenue expectations.

G. Correctional Communications System Commission Payment to Subscriber

Provider will forward a monthly payment to Subscriber on or about the 25th day of each month following the applicable traffic month. Such payment shall be based on gross revenue generated by Provider originating from the Facility, net of federal, state and local taxes, FCC-regulated account funding fees, approved free calls, visits or messages and any other permitted cost recovery mechanism(s). The complete details regarding payments and revenue-share are provided within **Attachment A – Rates, Fees and Revenue-Share** of this Agreement. Provider and Subscriber agree that in the event that rates and/or fees are decreased as mandated by any local, state, or federal agency that adversely affects Provider's profitability under this Agreement, Provider shall have the sole right and discretion to decrease commission payments to Subscriber in such a manner as it sees fit in order for the Agreement to be profitable for Provider. Monthly

revenue and commission statements will be provided to Subscriber for commission payments based on gross revenue, upon request.

H. Equipment Service & Maintenance

With regard to the Correctional Communications System, Provider shall provide fully functional equipment to support service delivery as specified herein at all designated Facilities with regard to all labor, materials, service hardware and/or software. Provider shall further warrant that any equipment installed for Subscriber shall be free of defects, irregularities, code violations and shall operate as designed and proposed or negotiated. Time is of the essence in completing emergency and other service repairs or replacements. Thus, Provider is required to meet all response times as reasonably required by the Facility to return the system to normal operating status. In the event of extraordinary obstacles to service delivery for which Provider exceeds the time-to-service requirement, notification and a detailed plan of service shall be provided to Subscriber, and Subscriber shall accept the detailed plan of service.

IV. MISCELLANEOUS

A. Termination

Either party may terminate this Agreement for cause prior to expiration of the Initial Term or Renewal Term(s) if there is an alleged breach of the term(s) by the offending party. If an alleged breach of this Agreement occurs, the offended party shall provide written notice to the offending party, demanding that the offending party cure said breach within thirty (30) days. The cure period may be extended to a mutually agreeable date up to ninety (90) days if the default cannot be reasonably cured within the specified time and if the defaulting party has begun to cure the default. Notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery.

B. Indemnification

Provider shall be liable, and agrees to be liable for, and shall indemnify, defend and hold Subscriber, its employees, agents, officers, heirs, and assignees harmless from any and all demands, claims, suits, judgments, or damages including court costs and attorney's fees arising out of intentional acts, negligence, or omissions by Provider, or its employees or agents, in the course of the operations of this Agreement. This obligation by Provider to indemnify, defend, and hold Subscriber harmless includes without limitation all costs, expenses, and attorney's fees incurred on account of any demands, claims, suits, judgments, or damages, except to the extent any claim, liability, or expense results from the gross negligence or intentional misconduct of Subscriber as determined in a final judgment by a court.

Subscriber shall assume the risk of liability for Subscriber's own conduct but shall have no indemnification obligations that exceed or are in contravention of any applicable law, including but not limited to Wyoming Constitution Article 16, Sections 6 and 7, which prohibit indemnification by Subscriber.

C. Provider's Insurance

Provider agrees to maintain the insurance coverage required to be maintained by Provider and to maintain such insurance in effect at all times during the existence of this Agreement.

D. Assignment

In the event that Provider transfers, sells, or assigns its rights under this Agreement, there shall be no required consent by Subscriber to the assignment of this Agreement.

E. Force Majeure

Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under this Agreement or interruption of performance resulting directly or indirectly from acts of God, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, strikes, or labor disputes.

F. Severability

The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof and this Agreement shall be construed in all respects as if such invalid or unenforceable provision was omitted, so long as the material purposes of this Agreement can still be determined and effectuated.

G. Governing Law

This Agreement is executed and entered into in the State of Wyoming, and shall be construed, performed and enforced in all respects in accordance with the laws, rules and regulations of the State of Wyoming.

H. No Third-Party Beneficiaries

Except as otherwise expressly provided herein, neither this Agreement, nor any amendment, addendum or exhibit attached hereto, nor term, provision or clause contained therein, shall be construed as being for the benefit of, or providing a benefit to any party not a signatory hereto.

I. Exclusivity and Right of First Refusal

In consideration of the compensation and services to be provided herein, Subscriber grants to Provider the exclusive right to install and maintain telephones and/or Correctional Communications Systems of any type, including the Telephone System, Video Visitation System, Secure Electronic Messaging System and hand-held tablets (the "Correctional Communications Systems") within its Facility or on its private property (Location) during the term of this Agreement. Provider and Subscriber have agreed upon specific rates for calls, remote video visitation and messaging, as well as ancillary correctional communications technologies as described in **Attachment A – Rates, Fees and Revenue-Share** of this Agreement.

Except for existing third-party vendors and only until such third-party vendor's contract expires, Subscriber will not allow any products or services that compete with any of those products or services that are or could be supplied by Provider during the term of this Agreement to be, or to remain, installed at Subscriber's Facility, including any present or future Subscriber Facilities. Provider will have the exclusive right to provide those products and services to be installed, implemented, or used at Subscriber's Facility throughout the term of this Agreement, including any renewals and/or extensions of this Agreement, and shall also have the exclusive right to install, monitor, and provide services for any other Correctional Communication Systems, including but not limited to communications, educational or entertainment products or services, tablets, video visitation, secure electronic messaging and electronic mail, sought by Subscriber to be used, installed, or implemented at the Facility during the term of this Agreement, whether the products or services are for incarcerated persons located at Subscriber's Facility or at third-party Facilities owned and/or managed by Subscriber; however, Provider shall not be obligated to exercise this exclusive right.

J. Circumstances Uncontrollable by Provider

Provider reserves the right to renegotiate or terminate this Agreement upon thirty (30) days written notice upon the occurrence of circumstances outside Provider's control related to the Facilities including, without limitation, 1) changes in rates, regulations, or operations mandated by law; 2) reduction in incarcerated population or capacity; 3) changes in jail policy or economic conditions; 4) acts of God or actions constituting force majeure, as stated in Paragraph IV(E) above; or 5) actions taken by the Facility that negatively impact the Providers business. Subscriber acknowledges that Provider's provision of the services is subject to

certain federal, state or local regulatory requirements and restrictions which are subject to change from time to time and nothing contained herein shall restrict Provider from taking the necessary actions in order to be in compliance with those federal, state, or local regulatory requirements.

K. Suspension of Unused Applications

With regard to applications, software, or products that are licensed to Subscriber such as Educational Courses, Rehabilitation Programs and other features, products or applications licensed as part of the Correctional Communication System, if the features, products, or applications are not accessed or used within ninety (90) consecutive days, Provider reserves the right to disable such applications and only re-enable such applications when requested.

L. Cooperative Purchasing for other Agencies

Subscriber will permit other City, County and State agencies to utilize the terms and conditions of this Agreement, offering the prices, terms and conditions offered herein to other government agencies who wish to participate in a Cooperative Purchase program with Subscriber's agency, where such cooperative usage will contribute to any volume discounts or incentives for participating agencies. Participating agencies may include the services, purchase and installation, removal, modifications, and maintenance. Other agencies will be responsible for entering into separate Agreements with Provider and for all payments thereunder.

M. Successors and Assigns

Each of the covenants in this Agreement shall be binding upon and inure to the benefit of the successors and assigns of Provider and Subscriber.

N. Entire Agreement

Unless the parties agree otherwise in a written Agreement which specifically identifies this Agreement, including any attachments, amendments, addendums or exhibits, by date of execution and signatories, any services requested by Subscriber and any goods, services, or equipment furnished by Provider shall be provided by Provider under the terms of this Agreement. In the event of any conflict between this Agreement and any work order or purchase order, this Agreement shall control. This Agreement supersedes all other agreements, oral or written, previously entered into with respect to the subject matter contained in this Agreement and the transactions which it contemplates, and it contains the entire Agreement of the parties, including without limitation all Agreements with respect to warranties.

O. Counterpart Execution and Electronic Signatures

This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together constitute but one and the same instrument. All parties consent to the use of DocuSign or a similar electronic document execution service to take place of a physical signature on this Agreement, and that the electronic signatures will be the same as if physically signed by each party.

P. Further Assurances

The provisions of this Agreement are intended to be self-operative and shall not require further agreement by the parties unless otherwise specifically provided herein. Nonetheless, all parties shall cooperate fully to execute any and all supplementary documents, and to take all additional actions that are consistent with and which may be necessary or appropriate to give full force and effect to the terms of this Agreement.

Q. Dispute Resolution

Prior to the filing of a lawsuit by any party to this Agreement, Provider and Subscriber agree that any disputes between them shall be resolved in the following manner:

a. The parties shall refer the dispute to a certified mediator in order for the mediator to conduct a mediation of the dispute and attempt to reach a mutual agreement between the parties concerning the dispute. Said mediation shall commence no later than thirty (30) days after the receipt of notice by the other party that mediation of the dispute is requested. The parties shall mediate the dispute in good faith and use all reasonable measures to resolve the dispute. The cost of the mediation shall be divided equally between the parties.

R. Authority of Signatories

Each of the individuals signing this Agreement have full power and authority to enter into this Agreement on behalf of Provider and Subscriber and to fully bind Provider and Subscriber to the terms of this Agreement.

SIGNED on this 24 day of AUGUST, 2023.

SUBSCRIBER

Signature

SCOTT MATHENY

Print Name

SHERIFF

Title

8/24/23

Date

PROVIDER

L/Pope

Signature

William L. Pope

Print Name

President

Title

08/24/2023

Date

ATTACHMENT A
RATES, FEES AND REVENUE-SHARE

CORRECTIONAL TELEPHONE SERVICE				
CALL TYPE	PREPAID COLLECT		DEBIT	
	CONNECTION FEE	PER MINUTE	CONNECTION FEE	PER MINUTE
ALL CALLS WITHIN THE UNITED STATES:	$0.00	$0.16	$0.00	$0.16
MEXICO / CANADA:	$0.00	$0.25	$0.00	$0.25
CUBA:	$0.00	$0.99	$0.00	$0.99
OTHER INTERNATIONAL:	$0.00	$0.35	$0.00	$0.35
INBOUND VOICEMAIL:	$1.50 (up to 3-Minutes duration)			
COMMISSION AMOUNT:	**65% of TRUE Gross Call Revenue**			
MINIMUM MONTHLY GUARANTEE:	**$65.00 per Inmate, per Month**			
TECHNOLOGY GRANT (ONE TIME):	**$20,000.00**			

VIDEO VISITATION and SECURE MESSAGING	
CHARGE/FEE NAME	AMOUNT
REMOTE (OFF-SITE) VIDEO VISITATION – PER MINUTE RATE:	$0.30
ON-SITE VIDEO VISITATION – PER MINUTE RATE:	$0.00
SECURE MESSAGING – RATES:	Text Messages - $0.25 Picture Attachments - $0.35 Video Messages (30 Seconds) - $0.35 GIFs - $0.05
REMOTE VIDEO VISITATION and SECURE MESSAGING – COMMISSION:	**25% of Gross Visit / Messaging Revenue**

CORRECTIONAL COMMUNICATION SYSTEM – TRANSACTION FEES	
CHARGE/FEE NAME	AMOUNT
LIVE OPERATOR TRANSACTION FEE:	$5.95
AUTOMATED OPERATOR TRANSACTION FEE:	$3.00
WEB TRANSACTION FEE:	$3.00

Subscriber Initials: _____ Provider Initials: _____

Date: 8/24/23 Date: 08/24/2023

FY2022-2023

BUDGET LINE-ITEM TRANSFER

TO: Shane Stefanick, Shannon Ireland

FROM: Chad Beeman Adult Treatment Courts

DATE: 08/24/2023

SUBJECT: Line-Item Transfer Request

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
06/30/2023 CRB	45.26	100015-62240	Medical Services	100015-60200	Part-Time Regular

Department Head Signature: Chad Beeman

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shannon Ireland & Board of Commissioners

FROM: Clerks Office

DATE: **08/25/2023**

SUBJECT: Budget Line-Item Transfer Request

JUSTIFICATION:

EOY Budget Line-Item Transfer

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
06/30/23	$26,144.40	100022-61900	HSA Flex	100022-61300	Deferred Comp

Department Head Signature: _____ 55

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shannon Ireland & Board of Commissioners

FROM: Commissioners Office

DATE: 6/30/2023 | FY 2022-2023

SUBJECT: Budget Line-Item Transfer Request

JUSTIFICATION:

To cover end of year adjustments.

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
6/30/2023	$61,088.88	100013-62260	Professional Services	100011-61000	FICA/Medicare
6/30/2023	$618.91	100013-62260	Professional Services	100012-60100	Full Time - OT
6/30/2023	$75,530.78	100013-62260	Professional Services	100013-64150	Gasoline

Department Head Signature: _____ SS

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shane Stefanick

FROM: Jana Webb Children's Center

DATE: August 31, 2023

SUBJECT: Line-Item Transfer Request

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
6/30/2023	11775.05	310703.61000	Special Ed FICA	310703.60005	Special Ed FT Salaries
6/30/2023	7477.58	310703.61100	Special ED WC	310703.60005	Special Ed FT Salaries
6/30/2023	4672.87	310704.60005	EHS FT Salaries	310704.61500	EHS Insurance
6/30/2023	3032.76	310704.60005	EHS FT Salaries	310704.61100	EHS WC
6/30/2023	3287.13	100701.61400	Gen Admin Retire	100701.60005	Gen Admin FT Salaries
6/30/2023	2251.36	100701.61400	Gen Admin Retire	100701.61500	Gen Admin Insurance
6/30/2023	16485.19	100701.61500	Gen Admin Insurance	100701.60005	Gen Admin FT Salaries

Justification: EOY Email Clerks Office

Department Head Signature: SS

Commissioner Signature:

BUDGET LINE-ITEM TRANSFER

TO: Shane Stefanick

FROM: Jana Webb Children's Center

DATE: August 21, 2023

SUBJECT: Line-Item Transfer Request

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
6/30/2023	837.40	100701-62080	Gen Admin Public Relations	100701-64150	Gen Admin Gasoline

Justification: Move excess money from Public Relations to Gasoline

Department Head Signature: _____

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shane Stefanick

FROM: Jana Webb Children's Center

DATE: August 31, 2023

SUBJECT: Line-Item Transfer Request

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
6/30/2023	256.05	100701.60200	Gen Admin PT Salaries	100701.60100	Gen Admin FT OT
6/30/23	5603.28	100701.61400	Gen Admin Retire	100701.60005	Gen Admin FT Salaries

Justification: EOY Email Clerks Office

Department Head Signature: SS

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shannon Ireland & Board of Commissioners

FROM: Extension Office

DATE: 08/30/2023

SUBJECT: Budget Line-Item Transfer Request

JUSTIFICATION:

Please make the following Budget line-item transfers as per the email attached.

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
~~08/30/2023~~ 06/30/23	$1620.15	100102.62260-	Professional Services	100101.60200	Part Time - Regular

Department Head Signature: Kim Fury 55

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shannon Ireland & Board of Commissioners

FROM: Fair

DATE: **06/30/2023**

SUBJECT: Budget Line-Item Transfer Request

JUSTIFICATION: Adjustment for formula corrections and higher gasoline prices

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
06/30/2023	$1,760.80	100731-60200	Part Time - Regular	100731-60005	Full Time - Regular
06/30/2023	$2.22	100731-64000	Supplies	100731-64150	Gasoline

Department Head Signature: _____ 55

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shane Stefanik Shannon Ireland

FROM: Kristin Young Grants

DATE: 6/30/2023 FY23

SUBJECT: FY23 Line-Item Transfer Request

JUSTIFICATION: Budget line items – under-estimated. Still reimbursable under the grants.

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
6/30/2023	$151.81	310015-61500	Insurance Benefits	310015-60100	Full-Time OT
6/30/2023	$31.34	310015-61500	Insurance Benefits	310015-61400	Retirement
6/30/2023	$414.93	310402-61000	FICA/Medicare	310402-60005	Full-Time Regular
6/30/2023	$1157.89	310403-61900	HSAFLEX Enrollment	310403-60005	Full-Time Regular
6/30/2023	$4712.13	310403-67040	Federal Op	310403-60005	Full-Time Regular
6/30/2023	$2303.53	310403-61000	FICA/Medicare	310403-61100	Worker's Comp
6/30/2023	$1092.11	310403-61900	HSAFLEX Enrollment	310403-61400	Retirement

6/30/2023	$442.20	310403-61000	FICA/Medicare	310403-61500	Insurance Benefits
6/30/2023	$754.93	310404-67240	State Op	310404-67040	Fed OP
6/30/2023	$1076.13	310311-67400	Other Grants-Unanticipated	310404-67040	Fed OP
6/30/2023	$423.34	310406-61000	FICA/Medicare	310406-60005	Full-time regular
6/30/2023	$62.68	310406-61000	FICA/Medicare	310406-61100	Worker's Comp
6/30/2023	$78.59	310406-61000	FICA/Medicare	310406-61400	Retirement
6/30/2023	$9,722.35	310406-67040	Federal OP	310406-61500	Insurance Benefits

SS

Department Head Signature: _____

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shannon Ireland & Board of Commissioners

FROM: Larissa Stalcup Library

DATE: **08/21/2023**

SUBJECT: Budget Line-Item Transfer Request

JUSTIFICATION: Payroll adjustment FY2022-23

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
06/30/2023	$9,970.96	100713.60200	Part Time Regular	100713.60005	Full Time Regular
06/30/2023	$5,690.85	100713.60200	Part Time Regular	100714.60005	Full Time Regular – Wright Branch
06/30/2023	$140.28	100713.60200	Part Time Regular	100711.60100	Full Time Overtime

Department Head Signature: 8/23/23

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Cindy Lovelace & Board of Commissioners

FROM: Parks and Recreation

DATE: 8/22/23

SUBJECT: Budget Line-Item Transfer Request (Project Ledger transfer when noted)

JUSTIFICATION: FY 23 - Final Diesel Transfer

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
8/22/2023 6/30/23 EFF Date	$1580.00	100776-64150	Gasoline	100776-64200	Diesel

Department Head Signature: Dwayne Dalley

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shane Stefanick & Board of Commissioners

FROM: Jerrica Sprague Public Health

DATE: **6/30/23**

SUBJECT: Budget Line-Item Transfer Request

JUSTIFICATION: Line – Item Transfer Request

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
6/30/23	20.78	100407-60200	Part Time Regular Public Health Officer	100407-61500	Insurance Benefits

Department Head Signature: ____Jerrica Sprague for Jane Glaser SS

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shane Stefanick & Board of Commissioners

FROM: Jerrica Sprague Public Health

DATE: **6/30/23**

SUBJECT: Budget Line-Item Transfer Request

JUSTIFICATION: Line – Item Transfer Request

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
6/30/23	1700.00	100407-64700	Medical Supplies	100407-62580	Indigent Burials
6/30/23	1700.00	100407-64700	Medical Supplies	100407-62580	Indigent Burials

Department Head Signature: ____Jerrica Sprague for Jane Glaser_____ SS

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shane Stefanick & Board of Commissioners

FROM: Road & Bridge

DATE: **8/28/2023**

SUBJECT: Budget Line-Item Transfer Request

JUSTIFICATION: Correction

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
~~8/28/2023~~ 06/30/23	$6,622.29	100141-64200	DIESEL	100141-64150	GASOLINE

Department Head Signature: Kevin Weis

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shane Stefanick & Board of Commissioners

FROM: Scott Matheny Sheriff

DATE: August 22, 2023

SUBJECT: Budget Line-Item Transfer Request

JUSTIFICATION: Payroll

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
6/30/2023	$43.68	100053-64700	Medical Supplies	100053-60200	Part Time – Regular
6/30/2023	$3.44	100053-64700	Medical Supplies	100053-61000	FICA/Medicare
6/30/2023	$8.13	100053-64700	Medical Supplies	100053-61400	Retirement

Department Head Signature: _____

Commissioner Signature: _____

FY2023-2024

BUDGET LINE-ITEM TRANSFER

TO: Shane Stefanick & Board of Commissioners

FROM: Shelly Besel, Northeast Wyoming Regional Airport

DATE: **August 22, 2023**

SUBJECT: Budget Line-Item Transfer Request

JUSTIFICATION: Request transfer of funds for end of year adjustment

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
8/22/23	$ 24,058.30	100751.61500	Insurance Benefits	100751 60005	Full-time Regular

Department Head Signature: _____ SS

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shannon Ireland & Board of Commissioners

FROM: County Attorney's Office

DATE: 08/24/2023

SUBJECT: Budget Line-Item Transfer Request

JUSTIFICATION: The Clerk's office set up our office incorrectly when they set up Time and Attendance. It was brought up during training, but it was not corrected. The Office Manager position changed to salary, so comp time had to be paid out. We were not aware that the change was going to occur when we did budget.

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
08/24/2023	$6.12	100061-60005	Full Time Regular	100061-60100	Full Time OT

Department Head Signature: _____ 55

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shannon Ireland

FROM: Kristin Young Commissioners

DATE: 8/15/2023 FY24

SUBJECT: Line-Item Transfer Request

JUSTIFICATION: Opioid plan approved at previous commissioner's meeting (attached). Transferring appropriate amount to department budgets.

Please make the following Budget line-item transfers:

	Transfer From:100013-66030			Transfer To: SEE Below	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
7/1/2023	$27,000	100013-66030	Restricted Use Fund	100015-67400	013OPIOID-ADULT
7/1/2023	$28,200	100013-66030	Restricted Use Fund	100401-67400	013OPIOID-PH

Kristi YJ 55

Department Head Signature: _____

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shannon Ireland & Board of Commissioners

FROM: Paul Wallem Coroner

DATE: **08/24/23**

SUBJECT: Budget Line-Item Transfer Request

JUSTIFICATION:

EOY Line-Item Adjustment

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
06/30/23	356.86	100091-60200	Part Time - OT	100091-64150	Gasoline

Department Head Signature: _____ 55

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shannon Ireland & Board of Commissioners

FROM: Extension Office

DATE: 08/21/2023

SUBJECT: Budget Line-Item Transfer Request

JUSTIFICATION:

Please make the following Budget line-item transfers:

100101.60200 to 100101.60005 – please make this transfer to balance the EOY budget.

100102.64150 to 100101.64150 - please make this transfer to balance the EOY budget.

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
08/21/2023	$1617.62	100101.60200	Part Time-Regular	100101.60005	Full Time - Regular
08/21/2023	$165.26	100102.64150	Gasoline	100101.64150	Gasoline

Department Head Signature: Treasure Bailey

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shannon Ireland & Board of Commissioners

FROM: Larissa Stalcup (Library)

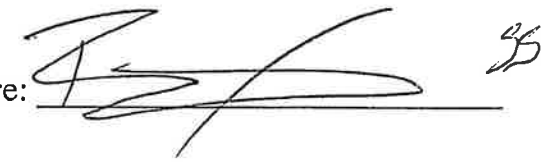
DATE: August 23, 2023

SUBJECT: Budget Line-Item Transfer Request

JUSTIFICATION: Budget spreadsheet error

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
08/23/2023	$100	100713.64420 71364420-CHILDREN-EBOOKFIC	Electronic Materi Children eBook Fiction	100713.64420 71364420-CHILDREN-EAUDIOFIC	Electronic Material Children eAudio Fiction
08/23/2023	$100	100713.64420 71364420-YOUNGADULT-EAUDIOFIC	Electronic Material Young Adult eAudio Fiction	100713.64420 71364420-YOUNGADULT-EBOOKFIC	71364420 Electronic Mat Young Adult eBook Fiction

Department Head Signature: 

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Cindy Lovelace & Board of Commissioners

FROM: Parks and Recreation

DATE: 8-15-2023

SUBJECT: Budget Line-Item Transfer Request (Project Ledger transfer when noted)

JUSTIFICATION: Soccer/Softball Field Line Paint Increased Cost

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
8-15-23	$1400.00	100774-64000 770774 – SUPPLIES-GENEQUIP	SUPPLIES	100774-64000 770774 – SUPPLIES-PAINTSUPP	SUPPLIES

Department Head Signature: Doug Dalley SS

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shane Stefanick

FROM: Wendy Balo Public Works

DATE: 8/21/2023

SUBJECT: Line-Item Transfer Request

JUSTIFICATION: Reconcile FY22/23 accounts

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
8/21/23	$845.44	100081-65000	Vehicle/Equip/Repr	100081-64150	Gasoline
8/21/23	$15.05	100082-62220	Utilities	100082-63260	Credit Card Handling Fees

Department Head Signature: _____

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Shane Stefanick & Board of Commissioners

FROM: Road & Bridge

DATE: **8/28/2023**

SUBJECT: Budget Line-Item Transfer Request

JUSTIFICATION: End of Year Adjustment

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
8/28/2023	$138,506.93	100141-60005	FT REG	100141-64200	DIESEL
8/28/2023	$6,622.29	100141-60005	FT REG	100141-64200	DIESEL

Department Head Signature: Kevin L Weis SS

Commissioner Signature: _____

Campbell County
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MEMORANDUM

Personnel Committee

TO: **Board of Campbell County Commissioners**
Colleen Faber, Chairman
Del Shelstad
Kelley McCreery
Jim Ford
Butch Knutson

FROM: Brandy Elder
Executive Director Human Resources Risk Management

DATE: September 6, 2023

SUBJECT: Addition of Titles for CAM-PLEX

On August 23, 2023, the Personnel Committee met to review of the job descriptions for the positions listed below each of these positions are close in duties and qualifications of roles already in the County structure, as such the committee voted to place them with positions of the same grade. These positions and their County counterparts are:

CAM-PLEX	COUNTY	RANGE
Administrative Assistant- Sales and Marketing	Administrative Assistant	104
Grounds Maintenance Technician	Golf Course Maintenance Technician	107
HR Safety Generalist	HR/Risk Management Generalist	109
Marketing Coordinator- CAM-PLEX	Marketing Coordinator	107
Finance Coordinator- CAM-PLEX	Finance Coordinator- FIRE	109

As always, thank you for your consideration.

Campbell County
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Campbell County Job Description

Classification Title	Administrative Assistant - Sales and Marketing
Pay Grade	104
FLSA Status	Non-Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job and/or department.*

GENERAL SUMMARY

This is the entry level in the class series. Assignments are generally limited in scope, contain routine tasks, and are performed within a procedural framework established by a higher-level employee. As experience is acquired, the employee performs with less immediate supervision. Employee assists, receives, and disperses information to staff, customers, and the general public, and provides high quality customer service. Performs general office duties, general administrative tasks, and clerical duties. Prepares, processes, and files reports. Coordinates and plans events.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Receives and screen calls and visitors and responds to inquiries or complaints within scope of judgment.
- Serves as first back-up to front desk reception responsibilities.
- Supports the sales and marketing functions through assisting in administrative duties.
- Types, proofreads, and processes a variety of routine and non-routine documents including general correspondence, agendas, reports, newsletters, and memoranda.
- Orders, receives, inventories, stores, and distributes supplies. Contacts vendors and suppliers as needed. Maintains related records.
- Initiates and maintains a variety of files and records for information related to the assigned office. Ensures proper filing of documents in departmental or central files. Maintains and updates resource materials.
- Coordinates the flow of communication through the assigned office in an efficient and effective manner with staff, the general public, businesses, and others.
- Schedules meetings and arranges for room set up. Arranges for necessary materials to be available at meetings. Prepares agendas and packets for meetings. Takes and transcribes minutes.
- Plans, organizes, and carries out administrative assignments. Compiles and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area.
- Participates and assists in the administration of the assigned office. Organizes and facilitates activities of the assigned office. Recommends procedural changes affecting support activities.
- Performs duties as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- High school diploma (or GED equivalent)
- One (1) to three (3) years of experience in an office environment
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

Required Licenses or Certifications:

- Class C Driver's License

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods, and computer equipment
- Principles and practices of basic recordkeeping
- Department programs and procedures
- Administrative support techniques
- Principles and practices of data collection and report preparation
- Applicable software applications

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships.
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written
- Customer service

Ability to:

- Meet schedules and deadlines of the work.
- Understand and carry out oral and written directions.
- Accurately organize and maintain paper documents and electronic files.
- Maintain the confidentiality of information and professional boundaries.
- Prepare and maintain accurate and complete records.
- Perform a variety of office support duties and activities which contribute to efficient operations.
- Prepare correspondence, memoranda, and minutes of meetings.
- Compile and prepare a variety of administrative reports.

Campbell County
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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- The position is generally sedentary. Employees sit most of the time but may walk or stand for brief periods of time.

Campbell County is an Equal Opportunity Employer.

Date created:	8/1/2023
Dates revised:	
Commission Approval	

Signature Date

Campbell County
wyoming

Campbell County Job Description

Classification Title	Grounds Technician
Pay Grade	107
FLSA Status	Exempt

GENERAL SUMMARY

Assists in maintaining grounds and performs manual tasks to assure proper operation and maintenance of assigned areas and equipment in accordance with local, state, and department policies. Answers emergency calls and is available to help repair breakdowns of assigned areas. Assists in planning for and implementing projects relating to turf, irrigation, and outside facilities. Plows snow and maintains safety on all sidewalks, parking lots, and driveways.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Performs the maintenance of multiple park facilities, including grounds, trees, equipment, and irrigations systems.
- Responds to questions, complaints, and maintenance emergencies.
- Assists in the development and implementation of goals and objectives for the integrity of assigned facilities and areas.
- Performs tasks to support grounds beautification programs as assigned.
- Performs and coordinates snow removal of parking lots, roads, and sidewalks.
- Uses grounds equipment by and from other departments as needed.
- Assists in the development of the annual maintenance, equipment repair, and facility improvement budgets.
- Performs task including irrigation, fertilization, weed control, seeding, aerating, top dressing chemical applications and mowing.
- Performs tasks to ensure for the cleanliness of grounds including picking up of trash, locating garbage receptacles, keeping work areas organized and free of debris.
- Assists department personnel and county agencies with special events and work assignments as needed.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- High school diploma (or GED equivalent)
- Three (3) to five (5) years of experience in commercial maintenance
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

Preferred Licenses or Certifications:

- Class C driver's license
- Wyoming pesticide applicator's license

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods, and computer equipment
- Grounds management practices and procedures pertaining to turf grass, trees, shrubs, and landscape plants.
- Grounds maintenance, scheduling, and repair including irrigation systems.
- Operational techniques and standards pertaining to facility safety, repair, and cleanliness.
- Equipment and methods for maintaining recreational facilities, turf grass areas, ground covers, special use facilities and turf irrigation systems.
- Occupational hazards and standard safety practices of park buildings and grounds management
- Chemicals used for horticultural applications including pesticides, herbicides, and fertilizers.
- Modern principles and practices for landscaping and the treatment of disease in trees, shrubs, flowers, and turf
- Principles and procedures of record keeping and report preparation.
- Principles and practices of budget preparation and administration
- Principles and practices of employee supervision

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships.
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written

Ability to:

- Meet schedules and deadlines of the work.
- Understand and carry out oral and written directions.
- Accurately organize and maintain paper documents and electronic files.
- Maintain the confidentiality of information and professional boundaries.
- Identify and diagnose landscape plant disease and insect problems.
- Recommend and implement goals, objectives, and practices for providing effective and efficient grounds maintenance.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new methods, procedures, and techniques.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position involves medium physical demands, such as exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.
- The position requires maintaining physical condition necessary for considerable physical activity such as sitting, standing, walking, kneeling, crouching/stooping/squatting, crawling, twisting, and climbing.

Campbell County is an Equal Opportunity Employer.

Date created:	8/1/2023
Dates revised:	
Commissioner Approval	

Signature Date

Campbell County
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Campbell County
Job Description

Classification Title	HR/Safety Management Generalist – CAM-PLEX
Job Code	109
FLSA Status	Non-Exempt

GENERAL SUMMARY

Assists in all areas of Human Resources, Risk Management and Safety Management System administration. Assists in maintaining documentation and ensures records are up to date and accurate. Assists departments in organizational changes. Assists employees with their compensation system. Performs a variety of highly responsible, complex, and confidential administrative support functions. Organizes and oversees the operations and functions of the assigned office. Provides information, assistance, and high-level administrative support to department/division head, assigned staff, and/or the general public. Provides customer service. May perform financial duties and minor duties involving accounts payable, accounts receivable, budgets, payroll, and/or grant applications. Assists with employee recruiting and onboarding. Coordinates, organizes, and prepares for events. Handles OSHA, workers compensation, insurance claims, safety management systems and maintains accounts for their accuracy, timeliness, and compliance. May occasionally assist with purchasing and ordering. May exercise supervision over administrative support staff as delegated from time to time.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Manages personnel/human resources-related functions. Administers and supports tasks related to medical leave management and requests such as Family and Medical Leave, workers' compensation, reasonable accommodations, light duty, etc. Assists new and terminating employees with paperwork.
- Advises and interprets human resource policies and procedures. Manages the performance appraisal process.
- Coordinates the recruitment and selection process for procuring new personnel. Administers, coordinates, and develops testing instruments. Assists in interviewing potential employees and drafts interview questions.
- Prepares and composes applicable correspondence. Maintains applicable files. Compiles and organizes reference materials.
- Serves as HR Liaison to committees assigned; support programs and activities of committees; develop and maintain methods to measure programs and develop new programs within allocation of existing resources and committee goals. (CAM-PLEX Safety Committee, CAM-PLEX Employee Appreciation Committee)
- Manages payroll related functions. Processes payroll by verifying the accuracy of employee timecards and making changes when required. Prepares payroll reports and monitors payroll budget.
- Provides advice and assistance to supervisors and employees regarding personnel guidelines and policies and procedures. Assists command staff with the research, preparation, maintenance, and dissemination of policies.
- Prepares and manages department assigned financial activities.

Campbell County
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Campbell County
Job Description

Classification Title	HR/Safety Management Generalist – CAM-PLEX
Job Code	109
FLSA Status	Non-Exempt

- Assists in processing purchase orders. Checks invoices for accuracy, including identification and tracking of unusual transactions. Balances and posts purchase orders, reconciles statements, and prepares and prints checks.
- Research, compiles, and analyzes periodic statistical data/reports and supporting materials regarding recruitment procedures and other personnel practices.
- Conducts and completes classification/compensation/benefit surveys. Analyzes, evaluates, and makes recommendations on internal classifications/salary relations. Responds to inquiries concerning salary/benefit surveys and information.
- Organizes and maintains personnel records. Establishes and updates the contents of employee folders. Ensures accuracy and completeness of confidential personnel files and documents.
- Performs related duties as required and administratively supports other departments as workload allows.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- Equivalent to an associate degree in accounting, human resources, or a related field. Three (3) to five (5) years of experience in human resources administration
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

Required Licenses or Certifications:

- Class C driver's license

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods, and computer equipment
- Human resources management
- FMLA and Worker's Compensation
- Federal and state employment laws, regulations, and guidelines, including wage and hour and the fair labor standards act.
- Grant requirements
- Principles and practices of budget preparation and administration
- Techniques of recruiting, interviewing, and selecting applicants for employment
- Principles of job evaluation and analysis
- Pertinent Federal, State, and local laws, codes, and regulations

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships.

Campbell County
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Campbell County
Job Description

Classification Title	HR/Safety Management Generalist – CAM-PLEX
Job Code	109
FLSA Status	Non-Exempt

- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written

Ability to:

- Meet schedules and deadlines of the work.
- Understand and carry out oral and written directions.
- Accurately organize and maintain paper documents and electronic files.
- Maintain the confidentiality of information and professional boundaries.
- Update and monitor databases, files, and reports
- Maintain accurate and complete records.
- Monitor and review payroll expenditures.
- Prepare clear and concise administrative and financial reports.
- Interpret, apply, and ensure adherence to various personnel/salary rules, regulations, laws, and ordinances.
- Analyze problems, identify alternative solutions, and implement recommendations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position is generally sedentary. Employees sit most of the time but may walk or stand for brief periods of time.

Date created:	8/1/2023
Dates revised	
Proposed Revisions:	

Campbell County
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Campbell County Job Description

Classification Title	Marketing Coordinator
Pay Grade	107
FLSA Status	Non-Exempt

GENERAL SUMMARY

Assists with promotions, marketing, and public relations. Pursues the full utilization of an event facility as a multi-user convention and event facility. Builds rapport and strong relationships with associations and event promoters. Leverages the assets the locality and facility offer to attract and retain events. Assists in the creation of strategies for the execution of advertisement, promotions, and public relations. Works to increase interest and awareness of CAM-PLEX facilities, services, and programming to attract new customers and utilization of the facility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Assist in the development, coordination, and layout of CAM-PLEX bid packets, promotional and informational materials.
- Develops public relations strategies and coordinates implementation with Executive Director.
- Contacts prospective businesses, organizations, and associations on a local, regional, and national level to solicit conventions and meetings.
- Participates in the development, planning, implementation, and review of overall marketing. campaigns for CAM-PLEX and user produced events.
- Works closely with customers and staff in developing radio, television and print advertising. Notifies media through press releases of upcoming events.
- Updates and publishes website. Manages SEO and optimizes marketing channels for greatest leverage.
- Updates and maintains event planning guide.
- Maintains up-to-date assets that display CAM-PLEX spaces for marketing and sales materials.
- Works closely with Director of Sales and Administration in organizing, promoting, and scheduling special events and preparing promotions that further the mission of CAM-PLEX.
- Manages social media platforms to achieve intended organizational outcomes.
- Maintains and upholds the public image and reputation of CAM-PLEX as Wyoming's premier multi-event facility.
- Works collaboratively across all departments to organize and facilitate marketing initiatives.
- Develops strategic cross-marketing partnerships with other businesses and organizations.
- Maintains a workflow that achieves the timely and proactive delivery of marketing strategies and content to maximize event sales and awareness.
- Works closely on the development of radio, television, and print advertising as directed by the Marketing Manager. Notifies media through press releases of upcoming conventions and events.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- Bachelor's degree from an accredited college or university in Communications, Marketing, Business, or a related field
- One (1) to three (3) years of experience in sales, marketing, or events
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

Required Licenses or Certifications:

- Class C driver's license

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods, and computer equipment
- Principles and practice of marketing, sales, promotions, and public relations
- Principles and techniques used in interacting with the public.
- Principles of web page development
- Principles and practices of public speaking
- Budget preparation and administration
- Print design and production techniques for advertising.
- Computer programming/data query techniques

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships.
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written
- Public speaking
- Customer service

Ability to:

- Meet schedules and deadlines of the work.
- Understand and carry out oral and written directions.
- Accurately organize and maintain paper documents and electronic files.
- Maintain the confidentiality of information and professional boundaries.
- Create and prepare advertising brochures, flyers, etc. for promotional use, utilizing special software.
- Research, analyze, and evaluate new marketing methods, techniques, and ideas.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- The position involves light physical demands, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

Campbell County is an Equal Opportunity Employer.

Date created:	8/1/2023
Dates revised:	
Commission Approval	

Signature Date

Campbell County
wyoming

Campbell County Job Description

Classification Title	Finance Coordinator- CAM-PLEX
Pay Grade	109
FLSA Status	Non-Exempt

GENERAL SUMMARY

Processes payroll, facilitates, and plans all functions related to the payroll operation in compliance with all state, federal and local regulations, and requirements for all departments. Facilitates benefit enrollment for employees. Ensures payroll is processed in an accurate and timely manner. Processes all aspects of accounts payable.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Provides timely and accurate payroll processing. Ensures accuracy of pay rates, accounting, and distribution. Maintains payroll and related records.
- Completes payroll reports on a biweekly/monthly/quarterly/annual basis. Prepares and manages. department assigned financial activities.
- Process invoices & matches to purchase orders. Checks invoices for accuracy. Balances and posts purchase orders, reconciles statements, and prepares and prints checks for submission. Communicates with vendors & suppliers as needed.
- Assists Human Resource Department with enrolling and submitting appropriate paperwork, benefit enrollment, and changes. Maintains employee personnel files and coordinates benefit processes between the Payroll and Human Resources Departments.
- Prepares and analyzes a variety of fiscal reports. Assists in providing appropriate financial information as requested by Auditors.
- Processes and ensures accuracy of monthly A/R and A/P per CCPLB policies.
- Ensures accuracy of and enters all changes to the payroll system.
- Oversees and assists with management of ExecuTime Time & Attendance System. Ensures employee information flows from ExecuTime to payroll system. Sets up and trains new employees/ managers on ExecuTime Time & Attendance System.
- Assists with the preparation and issuance of W-2's.
- Ensures taxes, garnishments, deferred comp, and child support payments are made in a timely and accurate manner.
- Assist with month end, fiscal year end, and calendar year end accounting system processing.
- Attend Board meetings, in place of Finance Director, to provide financial information, if needed.
- Oversee Finance Department if Finance Director is gone.
- Assist with tracking capitalized assets, bids and contracts requiring billing administration.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- Associates or Bachelor's Degree in Accounting preferred.
- Three (3) to five (5) years of experience in payroll and accounting
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

Required Licenses or Certifications:

- None

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods, and computer equipment
- Payroll practices and procedures
- Generally Accepted Accounting Principles (GAAP)
- Governmental Accounting Standards Board (GASB)
- Principles and procedures of financial record keeping and reporting.
- Employee relations principles and practices
- Applicable Federal/State/Local laws and regulations
- Principles and practices of accounts payable

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships.
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written

Ability to:

- Meet schedules and deadlines of the work.
- Understand and carry out oral and written directions.
- Accurately organize and maintain paper documents and electronic files.
- Maintain the confidentiality of information and professional boundaries.
- Interpret and apply applicable Federal/State/Local laws and regulations.
- Prepare clear and concise administrative and financial reports.
- Analyze and interpret financial data and develop recommendations to improve routines and procedures.
- Comprehend and comply with applicable Federal, State, and County policies.
- Utilize manual and automated accounting systems and procedures.

Campbell County
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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- The position is generally sedentary. Employees sit most of the time but may walk or stand for brief periods of time.

Campbell County is an Equal Opportunity Employer.

Date created:	7/1/2023
Dates revised:	
Commissioner Approval	

Signature Date

Campbell County
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MEMORANDUM

Personnel Committee

TO: **Board of Campbell County Commissioners**
Colleen Faber, Chairman
Del Shelstad
Kelley McCreery
Jim Ford
Butch Knutson

FROM: Brandy Elder
Executive Director Human Resources Risk Management

DATE: September 6, 2023

SUBJECT: Creation and Classification of Community Engagement Director- CAM-PLEX

On August 23, 2023, the Personnel Committee met to review a new job description for the position of Sales and Event Coordinator- CAM-PLEX. This position Gathers, coordinates, and plans sales and events information amongst cross functional teams to ensure for the planned and efficient execution of sales and event planning.

Based on the latest job description; the following pointing and title are being recommend along with the attached job description for approval.

Position: Community Engagement Director

Category	Pointing	Factor Amount
Education	5	100
Experience	5	86
Management/Supervision	4a	76
Human Collaboration Skills	4b	120
Freedom to Act and Impact of Action	3b	90
Technical Skill	3a	109
Fiscal Responsibility	2	40
Working Conditions	1c	27
		648
	RATING	**111**

As always, thank you for your consideration.

Campbell County
wyoming

Campbell County Job Description

Classification Title	COMMUNITY ENGAGEMENT DIRECTOR, CAM-PLEX
Pay Grade	111
FLSA Status	Exempt

GENERAL SUMMARY

Assists in the development, maintenance, and implementation of a comprehensive marketing, sales, and management plan for the event facility to attract local, regional, and national events. Develops and executes communications, public relations and marketing strategies including implementation of industry standard means and methods to fully execute these strategies. Communicates proactively and comprehensively to keep staff and stakeholders informed about CAM-PLEX, its' events and administrative functions. Promotes the use of the event facility so that the facility may be fully utilized. Manages and supervises the community engagement team in attracting new business, retaining current business and executing the community engagement department's strategic aims. Manages and supervises the event facility's performing arts programs, and assists in the booking of theater shows and entertainment. Manages and supervises the marketing functions of the event facility and its events.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Develops and implements comprehensive marketing, sales, and communications management strategies for CAM-PLEX departments as assigned.
- Works with management and staff to schedule and administer special events, cam-events, rental events and RAP events for the overall success of CAM-PLEX.
- Establishes a public speaking and public relations campaign to promote CAM-PLEX.
- Develops and implements sponsorship programs and grants to secure funding for special events, CAM-EVENTS, and RAP events.
- Ensures that all department programming achieves the highest quality, is appropriate for the representative audiences, and achieves the stated aims and mission of CAM-PLEX.
- Develops, implements, and coordinates volunteer programs to support the mission of CAM-PLEX.
- Strategically and proactively develop relationships with community organizations, businesses, and individuals to develop positive collaborations that enhance and further the mission of CAM-PLEX.
- As requested, attend out-of-town trade shows and conventions to promote CAM-PLEX and attract/book events.
- Develops, implements, and coordinates local event programming.
- Consults with, responds to, and resolves questions, concerns, and issues raised by stakeholders including the public as they relate to national and regional events.
- Contacts national, regional, and local businesses, organizations and associations for prospective meetings, conventions, and event bids.
- Provides timely reports for all department activities to the Executive Director and Director of Events and Administration.
- Performs in any number of event staff roles including box office, front of house, security, etc; as needed to ensure the safe and productive execution of events.

- Coordinates facility needs, available date and cost related requirements, and equipment usage. Acts as management liaison for national and regional events.
- Develops, implements, and reviews post-event evaluations for all events. Aggregates, develops, implements and reviews.
- Develops, administers, monitors, and coordinates the Community Engagement department budget. Assists in developing, administering, monitoring, and coordinating the events budget, invoicing, and customer relationships.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- Bachelor's degree from an accredited college or university in Communications, Marketing, Business, or a related field
- Five (5) to seven (7) years of experience in sales, marketing, public relations, or events.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

Required Licenses or Certifications:

- Class C driver's license

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods, and computer equipment
- Principles and practice of marketing, sales, promotions, communications and public relations
- Principles and techniques used in interacting with the public
- Principles of web page development and social media platforms
- Principles and practices of public speaking
- Budget preparation and administration
- Print design and production techniques for advertising
- Principles and practices of fund raising
- Principles and practices of employee supervision

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written
- Public speaking
- Leadership
- Customer service

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions

- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Create and prepare advertising brochures, flyers, etc. for promotional use, utilizing special software
- Research, analyze, and evaluate new marketing methods, techniques, and ideas
- Develop marketing/sales tools and materials

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position involves light physical demands, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

Campbell County is an Equal Opportunity Employer.

Date created:	7/01/2023
Dates revised:	
Commission Approved	

Signature Date

Campbell County
wyoming

MEMORANDUM

Personnel Committee

TO: **Board of Campbell County Commissioners**
Colleen Faber, Chairman
Del Shelstad
Kelley McCreery
Jim Ford
Butch Knutson

FROM: Brandy Elder
Executive Director Human Resources Risk Management

DATE: September 6, 2023

SUBJECT: Creation and Classification of Community Engagement Coordinator- CAM-PLEX

On August 23, 2023, the Personnel Committee met to review a new job description for the position of Community Engagement Coordinator- CAM-PLEX. This position gathers, coordinates, and plans sales and events information amongst cross functional teams for the planned and efficient execution of performing arts and community engagement teams.

Based on the latest job description; the following pointing and title are being recommend along with the attached job description for approval.

Position: Community Engagement Coordinator

Category	Pointing	Factor Amount
Education	2	40
Experience	3	51
Management/Supervision	2a	25
Human Collaboration Skills	3a	75
Freedom to Act and Impact of Action	3a	75
Technical Skill	1C	47
Fiscal Responsibility	1	20
Working Conditions	2a	36
		369
	RATING	**106**

As always, thank you for your consideration.

Campbell County
wyoming

Campbell County Job Description

Classification Title	Community Engagement Coordinator – CAM-PLEX
Pay Grade	106
FLSA Status	Non-Exempt

GENERAL SUMMARY

Gathers, coordinates, and plans sales and events information amongst cross functional teams to ensure for the planned and efficient execution of performing arts and community engagement teams. Communicates with customers and staff to ensure smooth delivery of information between event planners and staff. Assists in the setup, teardown, and operation of events. Assists in coordinating information and support between departments and cross functional teams to ensure that what is sold to a customer is possible to be executed, is coordinated properly, and is executed per plan. Support the department in ensuring that the community and stakeholders are informed about what is taking place at CAM-PLEX, volunteer opportunities, public relations campaigns and linking stakeholders to information necessary to support their interests.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Liaise between the community engagement, sales, events custodial and technical teams to coordinate information relevant to the production of events.
- Assist with customers and staff, responding to incoming messages and seeking information from events by phone and email.
- Assist in performing cross functional team tasks including supporting box office, performing arts, and sales/event coordination workloads as event scheduling and workload require.
- Meet with events stakeholders to discuss their event needs, goals, and offer solutions.
- Collaborate with other departments and cross-functional teams regularly to ensure the smooth transition of information from request to execution.
- Attending event planning meetings.
- Support public relations initiatives and liaise between the public and staff to ensure proactive communications are facilitated.
- Attend and participate in staff meetings and related activities. Serves on committees as assigned.
- Review event diagrams to establish feasibility and assist in the planning for efficient operations.
- Ensure documentation of events are updated and correct charges are entered to be invoiced.
- Develop and maintain proficiency on CAM-PLEX event operations and processes.
- Be On Call on a rotating schedule to respond to event needs and urgent issues.
- Backup other event coordinators during their PTO by maintaining their workload.
- Works with customers to ensure for the setup, breakdown, operation, and production of events as directed.
- Notifies management of any equipment malfunctions, safety violations, and improper use of equipment by staff or users.
- Attends workshops, conferences, and classes to increase professional knowledge. Serves on committees as assigned.
- Adhere to safe work practices and procedures.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- Minimum Highschool Diploma or equivalent
- One (1) to three (3) years of experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

Required Licenses or Certifications:

- Class C driver's license

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COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Modern office procedures, methods, and computer equipment
- Audio processing and distribution software
- Basic understanding of theatrical performances and event production
- Basic understanding of event equipment and scheduling systems.
- Principles and practices of working safely.

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships.
- Performing a variety of duties, often changing from one task to another of a different nature.
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios.
- Communication, both oral and written
- Operating a wide variety of theatrical and specialty electrical equipment
- Customer Service

Ability to:

- Meet schedules and deadlines of the work.
- Understand and carry out oral and written directions.
- Accurately organize and maintain paper documents and electronic files.
- Maintain the confidentiality of information and professional boundaries.
- Respond to and meet theatrical and technical requests of artists and performers.
- Read and interpret light plots as well as other drafting's and diagrams.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position involves medium physical demands, such as exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

Campbell County is an Equal Opportunity Employer.

Date created:	7/1/2023
Dates revised:	
Commissioner Approval	

Signature Date

Campbell County
wyoming

MEMORANDUM

Personnel Committee

TO: **Board of Campbell County Commissioners**
Colleen Faber, Chairman
Del Shelstad
Kelley McCreery
Jim Ford
Butch Knutson

FROM: Brandy Elder
Executive Director Human Resources Risk Management

DATE: September 6, 2023

SUBJECT: Creation and Classification of Sales and Event Coordinator- CAM-PLEX

On August 23, 2023, the Personnel Committee met to review a new job description for the position of Sales and Event Coordinator- CAM-PLEX. This position Gathers, coordinates, and plans sales and events information amongst cross functional teams to ensure for the planned and efficient execution of sales and event planning.

Based on the latest job description; the following pointing and title are being recommend along with the attached job description for approval.

Position: Sales and Events Coordinator

Category	Pointing	Factor Amount
Education	2	40
Experience	3	51
Management/Supervision	2a	25
Human Collaboration Skills	3a	75
Freedom to Act and Impact of Action	3a	75
Technical Skill	1C	47
Fiscal Responsibility	1	20
Working Conditions	2a	36
		369
	RATING	**106**

As always, thank you for your consideration.

Campbell County
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Campbell County Job Description

Classification Title	Sales and Events Coordinator – CAM-PLEX
Pay Grade	106
FLSA Status	Non-Exempt

GENERAL SUMMARY

Gathers, coordinates, and plans sales and events information amongst cross functional teams to ensure for the planned and efficient execution of sales and event planning. Communicates with customers and staff to ensure smooth delivery of information between event planners and staff. Assists in the setup, teardown, and operation of events. Assists in coordinating information and support between departments and cross functional teams to ensure that what is sold to a customer is possible to be executed, is coordinated properly, and is executed per plan.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Liaise between the sales, marketing events custodial and technical teams' information relevant to the production of events.
- Assist with customers and staff, responding to incoming messages and seeking information from events by phone and email.
- Meet with events stakeholders to discuss their event needs, goals, and offer solutions.
- Collaborate with other departments and cross-functional teams regularly to ensure the smooth transition of information from request to execution.
- Attending event planning meetings.
- Attend and participate in staff meetings and related activities. Serves on committees as assigned.
- Review event diagrams to establish feasibility and assist in the planning for efficient operations.
- Review equipment utilization to identify equipment shortages and coordination needs.
- Ensure documentation of events are updated and correct charges are entered to be invoiced.
- Develop and maintain proficiency on CAM-PLEX event operations and processes.
- Be On Call on a rotating schedule to respond to event needs and urgent issues.
- Backup other event coordinators during their PTO by maintaining their workload.
- Works with customers to ensure for the setup, breakdown, operation, and production of events as directed.
- Notifies management of of any equipment malfunctions, safety violations, and improper use of equipment by staff or users.
- Attends workshops, conferences, and classes to increase professional knowledge. Serves on committees as assigned.
- Adhere to safe work practices and procedures.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- Minimum Highschool Diploma or equivalent
- One (1) to three (3) years of experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

Required Licenses or Certifications:

- Class C driver's license

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Modern office procedures, methods, and computer equipment

- Audio processing and distribution software
- Basic understanding of theatrical performances and event production
- Basic understanding of event equipment and scheduling systems.
- Principles and practices of working safely.

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships.
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios.
- Communication, both oral and written
- Operating a wide variety of theatrical and specialty electrical equipment
- Customer Service

Ability to:

- Meet schedules and deadlines of the work.
- Understand and carry out oral and written directions.
- Accurately organize and maintain paper documents and electronic files.
- Maintain the confidentiality of information and professional boundaries.
- Respond to and meet theatrical and technical requests of artists and performers.
- Read and interpret light plots as well as other drafting's and diagrams.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position involves medium physical demands, such as exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

Campbell County is an Equal Opportunity Employer.

Date created:	7/1/2023
Dates revised:	
Commissioner Approval	

Signature Date

Campbell County
wyoming

MEMORANDUM

Personnel Committee

TO: **Board of Campbell County Commissioners**
Colleen Faber, Chairman
Del Shelstad
Kelley McCreery
Jim Ford
Butch Knutson

FROM: Brandy Elder
Executive Director Human Resources Risk Management

DATE: September 6, 2023

SUBJECT: Creation and Classification of Technical Coordinator- CAM-PLEX

On August 23, 2023, the Personnel Committee met to review a new job description for the position of Technical Coordinator- CAM-PLEX. This position gathers, coordinates, and plans technical information regarding Audio, Video, Lighting, Staging, Rigging, and Special Effects for performances.

Based on the latest job description; the following pointing and title are being recommend along with the attached job description for approval.

Position: Technical Coordinator

Category	Pointing	Factor Amount
Education	2	40
Experience	3	51
Management/Supervision	2a	25
Human Collaboration Skills	3a	75
Freedom to Act and Impact of Action	3a	75
Technical Skill	1C	47
Fiscal Responsibility	1	20
Working Conditions	2a	36
		369
	RATING	**106**

As always, thank you for your consideration.

Campbell County
wyoming

Campbell County Job Description

Classification Title	Technical Coordinator – CAM-PLEX
Pay Grade	106
FLSA Status	Non-Exempt

GENERAL SUMMARY

Gathers, coordinates, and plans technical information regarding Audio, Video, Lighting, Staging, Rigging, and Special Effects. Communicates with customers and staff to ensure smooth delivery of technical information between event planners and staff. Assists in the setup, teardown, and operation of technical equipment. Assists in coordinating technical information and support between departments and cross functional teams to ensure that what is sold to a customer possible to be executed, is coordinated with the technical team, and is executed per plan.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Liaise between the technical team and event needs of customers and staff, responding to incoming messages and seeking information from events by phone and email.
- Meet with events stakeholders to discuss their technical needs, goals, and offer technical solutions.
- Collaborate technical team with other departments and cross-functional teams regularly to ensure the smooth transition of information from request to execution.
- Attending event planning meetings.
- Attend and participate in staff meetings and related activities. Serves on committees as assigned.
- Review event diagrams to establish feasibility and assist in the planning for efficient operations.
- Review equipment utilization to identify equipment shortages.
- Report final technical needs of events and ensure documentation of events are updated and correct charges are entered to be invoiced.
- Manage technical details including technical needs and schedules, technical cost estimates, media files, collaboration links, and technical documentation.
- Develop and maintain proficiency on CAM-PLEX technical equipment and processes.
- Operate equipment during events and/or greet events as assigned, including occasional nights and weekends.
- Be On Call on a rotating schedule to respond to event technical needs and urgent issues.
- Backup other event coordinators during their PTO by maintaining their workload.
- Backup technical team operating positions during unforeseen time off.
- Assists the Technical Department with all aspects of event setup and strike including staging requirements, lighting, videotaping, and sound system coordination, and operation.
- Maintains periodic service of performing arts lighting fixtures. Services and maintains equipment in Heritage Center and facility as needed.
- Works with users and touring technical crews in the setup, breakdown, operation, and production of events as directed.
- Coordinates the use of sound systems and consoles, video equipment, focus light plots and consoles, setup and staging requirements as required.
- Notifies the Technical Director of any equipment malfunctions, safety violations, and improper use of equipment by stagehands or users.
- Purchases technical supplies as directed by Technical Director.
- Attends workshops, conferences, and classes to increase professional knowledge. Serves on committees as assigned.
- Adhere to safe work practices and procedures.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- Minimum Highschool Diploma or equivalent

- One (1) to three (3) years of experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

Required Licenses or Certifications:
- Class C driver's license

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:
- English grammar, spelling, and punctuation
- Modern office procedures, methods, and computer equipment
- Audio processing and distribution software
- Basic understanding of theatrical performances and event production
- Basic understanding of audio, video, and lighting systems/equipment.
- Basic understanding of building electrical systems
- Principles and practices of working safely.

Skill in:
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships.
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios.
- Communication, both oral and written
- Operating a wide variety of theatrical and specialty electrical equipment
- Customer Service

Ability to:
- Meet schedules and deadlines of the work.
- Understand and carry out oral and written directions.
- Accurately organize and maintain paper documents and electronic files.
- Maintain the confidentiality of information and professional boundaries.
- Respond to and meet theatrical and technical requests of artists and performers.
- Read and interpret light plots as well as other drafting's and diagrams.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position involves medium physical demands, such as exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

Campbell County is an Equal Opportunity Employer.

Date created:	7/1/2023
Dates revised:	
Commissioner Approval	

Signature Date

Campbell County
wyoming

MEMORANDUM

Personnel Committee

TO: **Board of Campbell County Commissioners**
Colleen Faber, Chairman
Del Shelstad
Kelley McCreery
Jim Ford
Butch Knutson

FROM: Brandy Elder
Executive Director Human Resources Risk Management

DATE: September 6, 2023

SUBJECT: Re-Classification of Instructional Assistant, Senior

On August 23, 2023, the Personnel Committee met to review of the job description for the position of Instructional Assistant, Senior for Children's Developmental Services. Additional abilities requirements and physical demands were added to the position such as understanding and applying NAEYC criteria and DAP, know and understand the development levels of children and others. These additions are reflected in the repointing from a 105 grade to a 106.

Based on the latest job description; the following pointing and title are being recommend along with the attached job description for approval.

Position: Instructional Assistant, Senior

Category	Pointing	Factor Amount
Education	2	40
Experience	4	69
Management/Supervision	2a	25
Human Collaboration Skills	2a	45
Freedom to Act and Impact of Action	2a	45
Technical Skill	2b	78
Fiscal Responsibility	1	20
Working Conditions	2b	44
		366
	RATING	**106**

As always, thank you for your consideration.

Campbell County
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Campbell County Job Description

Classification Title	Instructional Assistant, Senior
Pay Grade	106
FLSA Status	Non-Exempt

GENERAL SUMMARY

Assists in providing appropriate services to children within the inclusive classroom while closely following National Association for the Education of Young Children (NAEYC) criteria and Developmentally Appropriate Practices (DAP). Aids in implementing the curriculum, acquiring documentation for assessment, implementing intervention strategies, and individualizing children's instruction. Works at the advanced journey level in the class series.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Teaches and supervises children by providing adaptations for disabilities and social/ emotional delays, developing, and implementing plans, and engaging in developmentally appropriate practices throughout the day.
- Adapts materials necessary to meet children's individual needs within the foundations of the classroom curriculum.
- Participates with the classroom team by providing safe and effective early intervention/early childhood services.
- Plans developmentally appropriate activities, preps lesson plans, and documents children's progress and goals.
- Collaborates with therapists and teams to individualize and implement specific IEP goals and objectives and determine adaptations specific to the child. Collaborates with other CDS-CC staff and parents/guardians.
- Supervises and implements appropriate hygiene habits for all children. Maintaining a safe/healthy environment through sanitizing, cleaning mats, cleaning various bodily fluids, and health checks.
- Facilitates and assists with positive open communications with children, parents, and families.
- Develops and organizes materials as necessary to meet individual children's needs and curriculum adaptations.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Be able to provide emergency care and first aid to children.
- Assists with filing and organization of children's file material.
- Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase knowledge; serve on committees as assigned.
- Exercise technical and/or functional supervision over substitutes and volunteers.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted throughout the workday.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- High school diploma (or GED equivalent)
- Three (3) to four (4) years of experience at the Instructional Assistant Level.
- Early Childhood associate degree, Child Development Associate credential, or other certification in a related field of study.

Required Licenses or Certifications:

- Class C driver's license
- CPR/First Aid

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods, and computer equipment
- Advanced child development
- Proper hand washing, sanitation, and health procedures
- Developmentally appropriate practices
- CPR, First Aid, and other emergency procedures
- Curriculum Philosophy
- NAEYC, DAP, and DEC recommended practices.

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships.
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written

Ability to:

- Maintain the classroom in the absence of an instructor.
- Adhere to the curriculum philosophy and objectives.
- Know and understand the development levels of children.
- Understand and apply NAEYC criteria and DAP
- Meet schedules and deadlines for the work.
- Understand and carry out oral and written directions.
- Accurately organize and maintain paper documents and electronic files.
- Maintain the confidentiality of information and professional boundaries.
- Assist with classroom management.
- Adapt materials, equipment, and activities as needed.
- Observe and appropriately document the child's activities, interests, and behaviors.
- Prepare clear and concise reports and documents.

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PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

- Moderate exposure to extreme cold, heat, and noise, working outdoors, chemicals, bodily fluids, and exposure to playground activities.
- Essential functions require maintaining the physical condition necessary for moderate activity such as sitting, standing, walking, kneeling, crouching/stooping/squatting, and lifting an average of 50 lbs.

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Date created:	10/12/2019
Dates revised:	10/19/2021, 04/29/2022, 08/04/2022, 8/21/2023
Commission Approval	

Signature Date

Campbell County
wyoming

MEMORANDUM

Personnel Committee

TO: **Board of Campbell County Commissioners**
Colleen Faber, Chairman
Del Shelstad
Kelley McCreery
Jim Ford
Butch Knutson

FROM: Brandy Elder
Executive Director Human Resources Risk Management

DATE: September 6, 2023

SUBJECT: Revisions of Job Descriptions for Clerk of District Court

Please find the attached job descriptions for the Clerk of District Court, minor revisions have been made upon the request of the Clerk of District Court. These revisions clarify the differences between the roles and what must be accomplished to achieve the next level in progression. Duties, abilities, and requirements were not adjusted to the extent to need repointing by the Personnel committee at this time.

Please consider and accept the changes as presented.

As always, thank you for your consideration.

Campbell County
wyoming

Campbell County Job Description

Classification Title	Deputy District Court Clerk, Chief
Pay Grade	111
FLSA Status	Exempt

GENERAL SUMMARY

Assists in supervising, planning, and coordinating the activities and operations of the office of the District Court Clerk. Coordinates activities with other departments, divisions, outside agencies and the general public. Provides highly responsible and complex staff assistance to the District Court Clerk. Interprets and administers the rules and regulations of the office and the statutes of the State of Wyoming. Assumes responsibilities of District Court Clerk in their absence.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Assists in coordinating the organization, staffing, and operational activities for the office.
- Serves as an information source. Answers the telephone and refers calls to appropriate department personnel. Greets and assists public and provides information on departmental, county, and state policies and procedures.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the office. Identifies resource needs and recommends and implements policies and procedures.
- Identifies opportunities for improving service, delivery methods, and procedures. Assists in developing and modifying computer programs and implements improvements.
- Participates in the development and administration of the office budget. Forecasts additional funds needed for staffing, equipment, materials, and supplies. Directs the monitoring of and approves expenditures. Recommends adjustments as necessary.
- Performs complex bookkeeping duties which may include the management and coordination of special funds and accounts.
- Audits and ensures accuracy of data in the case financial profile to include assessments, payments work block credit, and distribution for all cases with financial attachments
- Receives, documents, and releases court ordered assessments awarded to county, state, and victims, as well as bond and escrow accounts.
- Coordinates assigned services and activities with those of other departments, divisions, and outside agencies and organizations.
- Reviews Wyoming statutes pertaining to any changes that would affect the function of the office including civil, domestic relations criminal, juvenile, probate, guardianship, conservatorship, adoption, and confidential intermediary statutes, research probate, civil, and criminal matters.
- Performs a variety of duties involved in processing civil, domestic relations, criminal, juvenile, probate, guardianship, conservatorship, adoption, and confidential intermediary files including indexing, distribution, notification, data entry, and journalizing.
- Receives, inventories, indexes, and distributes property brought to the office.

- Prepares periodic financial, statistical, or operations reports as assigned.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- High school diploma (or GED equivalent)
- Seven (7) to nine (9) years of experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications:

- Class C Wyoming Driver's License

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Legal terminology and court procedures
- Principles and practices of basic bookkeeping and recordkeeping
- Modern office procedures, methods, and computer equipment
- Managerial practices and techniques.
- Principles and practices of employee supervision
- Generally Accepted Accounting Principles (GAAP)
- Governmental Accounting, Auditing, and Financial Reporting (GAAFR)
- Governmental Accounting Standards Board (GASB)
- Pertinent Federal, State, and local laws, codes, and regulations including administrative and department policies and procedures
- Principles and practices of budget preparation and administration
- Principles and practices of financial management, analysis, and auditing
- Principles, practices, and procedures of governmental accounting, auditing, and financial planning

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written
- Customer service
- Leadership

Ability to:

- Meet schedules and deadlines of the work.
- Prioritize tasks with various degrees of urgency.
- Understand and carry out oral and written directions.
- Accurately organize and maintain paper documents and electronic files

- Maintain the confidentiality of information and professional boundaries.
- Research, interpret, and explain Wyoming State Statutes policies, procedures, and Rules and apply in accordance with case management.
- Read, interpret, understand, and explain complex legal documents, to ensure proper data entry and office policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze and interpret financial data and develop recommendations to improve routines and procedures.
- Establish internal accounting controls in accordance with accounting operations.
- Assist in preparation and administration of budget.
- Prepare clear, concise, and informative administrative and financial reports.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position is generally sedentary. Employees sit most of the time but may walk or stand for brief periods of time. Occasional heavy lifting of boxes containing court files

Campbell County is an Equal Opportunity Employer.

Date created:	9/30/2019
Dates revised:	05/11/2022, 08/03/2022, 8/29/2023
Commissioner Approved	

Signature Date

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Campbell County Job Description

Classification Title	Deputy District Court Clerk I
Pay Grade	103
FLSA Status	Non-Exempt

GENERAL SUMMARY

Performs routine and detailed clerical and customer service duties and responsibilities in support of the office of the Clerk of District Court. Provides information, processes documents, processes payments, maintains records, responds to inquiries and complaints, and administers the rules and regulations of the office of the Clerk of District Court and the statutes of the State of Wyoming. Is more closely supervised with fewer years of experience than other levels.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Answers the telephone and refers calls to appropriate department personnel. Greets and assists public and provides information on departmental, county, and state policies and procedures.
- Performs research, answers questions, and provides information to the public regarding criminal record checks, probate filings, civil judgment checks, child support payments, and/or other documents as requested.
- Monitors & maintains District Court files and records in accordance with case management. Receives and sorts incoming and outgoing documents for appropriate distribution. Performs final evaluation of legal documents for completeness and compliance with general court rules and procedures. Verifies signatures and certifies court orders and requested documents.
- Collects, records, and processes money according to court order. Balances cash drawers, accounts, and receipts.
- Ensures accuracy of data in the case financial profile to include verification of payments for criminal and juvenile cases. Contacts outside agencies to verify information.
- Receives, distributes, and disperses child support payments as designated by the courts.
- Locates and tracks files checked-out to the offices of the Judge, attorneys, Supreme Court, and abstract companies.
- Assists in preparation of periodic financial, statistical, or operations reports as assigned.
- Administers all applicable State and Federal statutes and court rules to encourage correct filing procedures.
- Assists in maintaining office inventory of supplies.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- High school diploma (or GED equivalent)
- Up to one (1) year of experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications:

- Class C Wyoming Driver's License

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Modern office procedures, methods, and computer equipment
- Basic secretarial and administrative support techniques
- Techniques for proper telephone etiquette
- Numerical, alphabetical, and subject matter filing systems

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division
- Communication, both oral and written
- Customer service

Ability to:

- Meet schedules and deadlines of the work
- Learn to prioritize tasks with various degrees of urgency
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Learn Wyoming State Statutes policies, procedures, and rules and apply in accordance with case management.
- Learn legal terminology and court procedures
- Learn principles and practices of basic recordkeeping.
- Prepare and maintain accurate and complete records
- Collect, compile, and summarize information and data

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is generally sedentary. Employees sit most of the time but may walk or stand for brief periods of time. Occasional heavy lifting of boxes containing court files.

Campbell County is an Equal Opportunity Employer.

Date created:	9/30/2019
Dates revised:	05/06/2022, 08/03/2022
Commissioner Approval	

Signature Date

Campbell County
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Campbell County Job Description

Classification Title	Deputy District Court Clerk II
Pay Grade	105
FLSA Status	Non-Exempt

GENERAL SUMMARY

Performs routine and detailed clerical and customer service duties and responsibilities in support of the office of the Clerk of District Court. Provides information, process documents, process payments maintain records, responds to inquiries and complaints, and administers the rules and regulations of the office of the Clerk of District Court and the statutes of the State of Wyoming. Dockets all pleadings filed with the District Court. Evaluates, distributes, and processes pleading requiring immediate attention. Has more knowledge about office processes, receives less supervision, and has more experience than level I.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Answers the telephone and refers calls to appropriate department personnel. Greets and assists public and provides information on departmental, county, and state policies and procedures.
- Performs research, answers questions, and provides information to the public regarding criminal record checks, probate filings, civil judgment checks, child support payments, and/or other documents as requested.
- Monitors & maintains District Court files and records in accordance with case management. Receives and sorts incoming and outgoing documents for appropriate distribution. Performs final evaluation of legal documents for completeness and compliance with general court rules and procedures. Verifies signatures and certifies court orders and requested documents.
- Collects, records, and processes money according to court order. Balances cash drawers, accounts, and receipts.
- Ensures accuracy of data in the case financial profile to include verification of payments for criminal and juvenile cases. Contacts outside agencies to verify information.
- Receives, distributes, and disperses child support payments as designated by the courts.
- Assists with child support bank account deposit.
- Locates and tracks files checked-out to the offices of the Judge, attorneys, Supreme Court, and abstract companies.
- Assists in preparation of periodic financial, statistical, or operations reports as assigned.
- Administers all applicable State and Federal statutes and court rules to encourage correct filing procedures.
- Prepares and completes data on standard office forms. Prepares correspondence and other materials as required.
- Assists with juror excusals.
- Assists in preparation of appeals filed with the Supreme Court.
- Assists in maintaining office inventory of supplies.

- Performs related duties as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- High school diploma (or GED equivalent)
- One (1) to three (3) years of experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

Required Licenses or Certifications:

- Class C Wyoming Driver's License

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Legal terminology and court procedures
- Principles and practices of basic recordkeeping
- Modern office procedures, methods, and computer equipment
- Basic secretarial and administrative support techniques
- Techniques for proper telephone etiquette
- Numerical, alphabetical, and subject matter filing systems.
- Operations, services, and activities of the office
- Methods, techniques, and procedures related to the office.
- Pertinent Federal, State, and local laws, codes, and regulations including administrative and department policies and procedures.

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships.
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division.
- Communication, both oral and written
- Customer service

Ability to:

- Meet schedules and deadlines of the work.
- Prioritize tasks with various degrees of urgency.
- Understand and carry out oral and written directions.
- Accurately organize and maintain paper documents and electronic files.
- Maintain the confidentiality of information and professional boundaries.
- Learn, interpret, and explain Wyoming State Statutes policies, procedures, rules and apply in accordance with case management.
- Prepare and maintain accurate and complete records.
- Learn principles and practices of basic bookkeeping.

- Collect, compile, and summarize information and data.
- Prepare clear and concise reports.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position is generally sedentary. Employees sit most of the time but may walk or stand for brief periods of time. Occasional heavy lifting of boxes containing court files.

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Date created:	9/30/2019
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Commissioner Approval	

Signature Date

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Campbell County Job Description

Classification Title	Deputy District Court Clerk III
Pay Grade	106
FLSA Status	Non-Exempt

GENERAL SUMMARY

Performs routine and detailed clerical and customer service duties and responsibilities in support of the office of the Clerk of District Court. Provides information, process documents, process payments, maintain records, responds to inquiries and complaints, and administers the rules and regulations of the office of the Clerk of District Court and the statutes of the State of Wyoming. Dockets all pleadings filed with the District Court. Evaluates, distributes, and processes pleading requiring immediate attention. Has more knowledge about office processes, receives less supervision, and has more experience than level II.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Answers the telephone and refers calls to appropriate department personnel. Greets and assists public and provides information on departmental, county, and state policies and procedures.
- Performs research, answers questions, and provides information to the public regarding criminal record checks, probate filings, civil judgment checks, child support payments, and/or other documents as requested.
- Monitors & maintains District Court files and records in accordance with case management. Receives and sorts incoming and outgoing documents for appropriate distribution. Performs final evaluation of legal documents for completeness and compliance with general court rules and procedures. Verifies signatures and certifies court orders and requested documents.
- Collects, records, and processes money according to court order. Balances cash drawers, accounts, and receipts.
- Ensures accuracy of data in the case financial profile to include verification of payments for criminal and juvenile cases. Contacts outside agencies to verify information.
- Receives, distributes, and disperses child support payments as designated by the courts.
- Prepares child support bank account deposit.
- Locates and tracks files checked-out to the offices of the Judge, attorneys, Supreme Court, and abstract companies.
- Assists in preparation of periodic financial, statistical, or operations reports as assigned.
- Administers all applicable State and Federal statutes and court rules to ensure correct filing procedures.
- Prepares and completes data on standard office forms. Prepares correspondence and other materials as required.
- Assists in jury control and juror excusal.
- Prepare Appeals filed with the Supreme Court. Coordinate and correspond with the District Court reporter, State Public Defender & Wyoming Attorney General to obtain records for submission to the Supreme Court within statutory timelines.

- Assists in maintaining office inventory of supplies.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- High school diploma (or GED equivalent)
- Three (3) to five (5) years of experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications:

- Class C Wyoming Driver's License

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Legal terminology and court procedures
- Principles and practices of basic bookkeeping and recordkeeping
- Modern office procedures, methods, and computer equipment
- Basic secretarial and administrative support techniques
- Techniques for proper telephone etiquette
- Numerical, alphabetical, and subject matter filing systems
- Operations, services, and activities of the office
- Methods, techniques, and procedures related to the office
- Pertinent Federal, State, and local laws, codes, and regulations including administrative and department policies and procedures
- Principles and practices of fiscal, statistical, and administrative data collection and report preparation

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division.
- Communication, both oral and written
- Customer service
- Leadership

Ability to:

- Meet schedules and deadlines of the work
- Prioritize tasks with various degrees of urgency
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files

- Maintain the confidentiality of information and professional boundaries.
- Learn, interpret, and explain Wyoming State Statutes policies, procedures, and rules and apply in accordance with case management.
- Prepare and maintain accurate and complete records.
- Collect, compile, and summarize information and data.
- Prepare clear and concise reports.
- Read, interpret, understand, and explain complex legal documents for proper data entry.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position is generally sedentary. Employees sit most of the time but may walk or stand for brief periods of time. Occasional heavy lifting of boxes containing court files

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Commissioner Approval	

Signature Date

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Campbell County Job Description

Classification Title	Deputy District Court Clerk, Senior
Pay Grade	107
FLSA Status	Non-Exempt

GENERAL SUMMARY

Performs routine and detailed clerical and customer service duties and responsibilities in support of the office of the Clerk of District Court. Provides information, processes documents, processes payments, maintains records, responds to inquiries and complaints, and administers the rules and regulations of the office of the Clerk of District Court and the statutes of the State of Wyoming. Performs bookkeeping processes for the child support or case management systems. Preparation for jury trials. Exercises supervision over levels I-III.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Serves as an information source. Answers the telephone and refers calls to appropriate department personnel. Greets and assists public and provides information on departmental, county, and state policies and procedures.
- Performs research, answers questions, and provides information to the public regarding criminal record checks, probate filings, civil judgment checks, child support payments, and/or other documents as requested.
- Monitors & maintains District Court files and records in accordance with case management. Receives and sorts incoming and outgoing documents for appropriate distribution. Performs final evaluation of legal documents for completeness and compliance with general court rules and procedures. Verifies signatures and certifies court orders and requested documents
- Collects, records, and processes money according to court order. Balances cash drawers, accounts, and receipts. Prepares child support bank deposits and assists with the departments general account. Apportions and distributes collected monies and participates in collection of all NSF checks. Performs due diligence on unclaimed child support Transmits funds and documents to the state department as assigned.
- Ensures accuracy of data in the case financial profile to include verification of payments and work release entries for criminal and juvenile cases. Contacts outside agencies to verify information.
- Receives, distributes, and disperses child support payments as designated by the courts.
- Locates and tracks files checked-out to the offices of the Judge, attorneys, Supreme Court, and abstract companies.
- Prepares periodic financial, statistical, or operations reports as assigned.
- Administers all applicable State and Federal statutes and court rules to encourage correct filing procedures.
- Prepares and completes data on standard office forms. Prepares correspondence and other materials as required.
- Advises attorneys and pro se litigants of filing procedures and Rules of District Court.
- Coordinate jury control and juror excusals. Substitute for Clerk in trials as needed.

- Participates in the development and implementation of computer system related goals, objectives, policies, procedures, priorities, and improvements.
- Works with internal and external entities to resolve issues.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- High school diploma (or GED equivalent)
- Five (5) to seven (7) years of experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications:

- Class C Wyoming Driver's License

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Legal terminology and court procedures
- Principles and practices of basic bookkeeping and recordkeeping
- Modern office procedures, methods, and computer equipment
- Basic secretarial and administrative support techniques
- Techniques for proper telephone etiquette
- Numerical, alphabetical, and subject matter filing systems
- Operations, services, and activities of the office
- Methods, techniques, and procedures related to the office
- Pertinent Federal, State, and local laws, codes, and regulations including administrative and department policies and procedures
- Principles and practices of fiscal, statistical, and administrative data collection and report preparation
- Generally Accepted Accounting Principles (GAAP)
- Governmental Accounting, Auditing, and Financial Reporting (GAAFR)

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, and division
- Communication, both oral and written
- Customer service
- Leadership

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Ability to:

- Meet schedules and deadlines of the work
- Prioritize tasks with various degrees of urgency
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Learn, interpret, and explain Wyoming State Statutes policies, procedures, and rules then apply them in accordance with case management
- Prepare and maintain accurate and complete records
- Collect, compile, and summarize information and data
- Prepare clear and concise reports
- Read, interpret, understand, and explain complex legal documents for proper data entry.
- Train and direct new employees in the daily operation of the office

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position is generally sedentary. Employees sit most of the time but may walk or stand for brief periods of time. Occasional heavy lifting of boxes containing court files

Campbell County is an Equal Opportunity Employer.

Date created:	9/30/2019
Dates revised	05/06/2022, 08/03/2022,8/23/23
Commissioner Approval	

Signature Date

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MEMORANDUM

Personnel Committee

TO: **Board of Campbell County Commissioners**
Colleen Faber, Chairman
Del Shelstad
Kelley McCreery
Jim Ford
Butch Knutson

FROM: Brandy Elder
Executive Director Human Resources Risk Management

DATE: September 6, 2023

SUBJECT: Re-Classification of Animal Control Officer

On August 23, 2023, the Personnel Committee met to review of the job description for the position of Animal Control Officer for the Sheriff's Department. When this position was pointed it is believed that human collaboration and working conditions was not taken into account. These conditions are reflected in the repointing from a 105 grade to a 106.

Based on the latest job description; the following pointing and title are being recommend along with the attached job description for approval.

Position: Animal Control

Category	Pointing	Factor Amount
Education	2	40
Experience	1	17
Management/Supervision	1	13
Human Collaboration Skills	3b	90
Freedom to Act and Impact of Action	3a	75
Technical Skill	2a	62
Fiscal Responsibility	1	20
Working Conditions	3b	71
		388
	RATING	**106**

As always, thank you for your consideration.

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Campbell County Job Description

Classification Title	Animal Control Officer
Pay Grade	106
FLSA Status	Non-Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job and/or department.*

GENERAL SUMMARY

Enforces county and state laws pertaining to animal control. Assures that complaints are handled efficiently and effectively. Educates the public in pet responsibility. Performs the full range of duties as assigned. Works independently and exercises judgement and initiative.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Responds to and resolves inquiries and complaints concerning animal problems or violations of animal control ordinances. Maintains effective and efficient public relations when dealing with citizens.
- Physically pick up, impound, and release stray and problem animals.
- Prepare and maintain records.
- Prepare clear and concise reports.
- Investigate violations of animal control ordinances and issue warnings or citations as required. Testify in court regarding animal control cases.
- Operate animal control vehicle safely and lawfully.
- Educate and counsel public concerning pet responsibility, behavioral problems, training, placement programs and adoptions.
- Dispose of dead animals and follow potential rabies protocol.
- Train in the use of shotguns for emergency euthanasia.
- Adhere to safe work practices and procedures.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- High school diploma (or GED equivalent)
- No experience required
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications:

- Class C driver's license

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COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Legal terminology and court procedures
- Modern office procedures, methods, and computer equipment
- Pertinent federal, state, and local laws, codes, and regulations
- Principles and practices of animal control
- Animal restraint and care techniques
- Principles and procedures of record keeping and reporting
- Safe working/driving principles and practices

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written
- Conflict resolution
- Operating specialized equipment

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Learn animal restraint and care techniques
- Interpret, explain and enforce pertinent federal, state and local laws, ordinances, and rules and regulations.
- Learn to apply knowledge and reasoning to make prompt and effective decisions quickly in both routine and non-routine situations.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- The position involves medium physical demands, such as exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

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Date created:	10/02/2019
Dates revised:	10/14/2021, 04/29/2022, 08/03/2022
Commission Approval	

Signature Date

2023-091

Position Vacancy Justification

Department:	**Assessor's Office**			Date:	**8/22/2023**
Position Title:	**Appraiser**				
Classification Grade:	**106**		Current Salary of Incumbent:	**$21.42**	
Salary Range:	Min **$20.58**		Mid **$26.15**	Max **$31.71**	
Justification for Hiring Position:	Current employee took another job with the county for higher pay.				
Termed Incumbent:					
Position Originated:	Prior to 2000				
Funding Source for Position:	County: **x**	State:	Federal:	Other:	Explain Other:
Status Code:	Full-Time **X**	Part-Time	Number of Annual Hours:		**2080**
Reason for Vacancy:	Replacement due to Termination: X		Replacement due to Retirement:		New Position:
Existing Budgeted Position:	**Yes**				
Benefit Eligible:	**Yes**				
Department Head Signature & Date	Tracy A. Clements 8-22-23				
H.R. Resources Director Approval & Date	8/22/23				
Commissioner Approval & Date					

2023-093

Position Vacancy Justification

Department:	**County Attorney's Office**			Date:	**8/29/23**
Position Title:	**Legal Assistant**				
Classification Grade:	**106**		Current Salary of Incumbent:	**$21.59**	
Salary Range:	Min **20.58**		Mid **$26.15**	Max **$31.71**	
Justification for Hiring Position:	Current caseload justifies filling the position				
Termed Incumbent:					
Position Originated:	County				
Funding Source for Position:	County: **X**	State:	Federal:	Other:	Explain Other:
Status Code:	Full-Time **X**	Part-Time	Number of Annual Hours:		**2080**
Reason for Vacancy:	Replacement due to Termination: X		Replacement due to Retirement:		New Position:
Existing Budgeted Position:	**Yes**				
Benefit Eligible:	**Yes**				
Department Head Signature & Date			8/29/23		
H.R. Resources Director Approval & Date			8/29/23		
Commissioner Approval & Date					

2023-094

Position Vacancy Justification

Department:	**Sheriff's Office**			Date:	**08/28/2023**
Position Title:	**Custodian I**				
Classification Grade:	**102**		Current Salary of Incumbent:	**$16.17**	
Salary Range:	Min **$16.17**		Mid **$20.54**	Max **$24.91**	
Justification for Hiring Position:	Filling existing budgeted position.				
Termed Incumbent:	(Resignation 9/14/2023)				
Position Originated:	Budgeted Position for Fiscal Year 2023-2024				
Funding Source for Position:	County: **Yes**	State:	Federal:	Other:	Explain Other:
Status Code:	Full-Time	Part-Time **Yes**	Number of Annual Hours:		**1,040**
Reason for Vacancy:	Replacement due to Termination: **YES**		Replacement due to Retirement:		New Position:
Existing Budgeted Position:	**Yes**				
Benefit Eligible:	**Yes**				
Department Head Signature & Date					**8/28/2023**
H.R. Resources Director Approval & Date					8/30/23
Commissioner Approval & Date					

2023-092

Position Vacancy Justification

Department:	**Road & Bridge**			Date:	**August 28, 2023**
Position Title:	**Senior Equipment Operator**				
Classification Grade:	**107**		Current Salary of Incumbent:	**$30.89**	
Salary Range:	Min **$22.64**		Mid **$28.77**	Max **$34.89**	
Justification for Hiring Position:	Sr. equipment operator terminated. Currently budgeted position that is needed to continue to maintain roads and infrastructure.				
Termed Incumbent:					
Position Originated:					
Funding Source for Position:	County: **X**	State:	Federal:	Other:	Explain Other:
Status Code:	Full-Time **X**	Part-Time	Number of Annual Hours:		**2,080**
Reason for Vacancy:	Replacement due to Termination: Yes		Replacement due to Retirement: No		New Position: No
Existing Budgeted Position:	**Yes**				
Benefit Eligible:	**Yes**				
Department Head Signature & Date	Aug 28, 2023				
H.R. Resources Director Approval & Date	8/29/23				
Commissioner Approval & Date					

The following page(s) contain the backup material for Agenda Item: 9:05 Suicide Awareness Month Proclamation

*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.

2021 SUICIDE PREVENTION WEEK

RESOLUTION NO. 2090

WHEREAS, suicide is a major public health issue that requires vigilant attention and preventative action, with four (4) deaths by suicide recorded in Campbell County during 2021; and

WHEREAS, each death by suicide directly impacts numerous family members, friends, loved ones, and by extension the entire community; and

WHEREAS, the Campbell County Suicide Prevention Council is committed to raising awareness, providing education and training on suicide prevention, and reducing stigma; and

WHEREAS, Campbell County is committed to ensuring that those in need have access to services by healthcare providers trained in best practices to reduce suicide risk, and to reducing the stigma associated with using behavioral health treatment or losing a loved one to suicide; and

WHEREAS, Campbell County conducts annual suicide prevention training for community members with dozens of individuals trained last year/to date; and

WHEREAS, no single suicide prevention effort will be sufficient or appropriate for all populations or communities; all are asked to join together and take a stand to help those who are contemplating suicide; and

WHEREAS, September 5th through 11th is recognized across the United States as Suicide Prevention Week and provides the opportunity to educate oneself about warning signs and how best to help those most in need;

NOW, THEREFORE, BE IT PROCLAIMED, that the Campbell County Board of Commissioners do hereby proclaim the week of September 5th through 11th, 2021 as "Suicide Prevention Week" in Campbell County. We call upon all members of our county to support efforts that increase community awareness, understanding, and action to prevent suicide in Campbell County and across our nation.

PROCLAIMED this 8th day of September 2021.

BOARD OF COUNTY COMMISSIONERS

CAMPBELL COUNTY, WYOMING

Robert Maul, Chairman

Rusty Bell

D.G. Reardon

Del Shelstad

Colleen Faber

ATTEST: Kendra Anderson, Deputy

Susan F. Saunders, County Clerk

The following page(s) contain the backup material for Agenda Item: 9:10 Contract for Services, Predator Management District

*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.

CONTRACT FOR SERVICES AGREEMENT
PREDATOR MANAGEMENT DISTRICT OF CAMPBELL COUNTY
Fiscal Year 2023-2024

Parties: This agreement is made between the Board of County Commissioners, Campbell County, Wyoming, 500 South Gillette Avenue, Suite 1100, Gillette, Wyoming, (hereafter "COUNTY") and Predator Management District of Campbell County, 5201 Tarry Street, Gillette, Wyoming, 82718 (hereafter, "CONTRACTOR").

Purpose: This agreement is for the purpose of establishing the terms and conditions of the contract for services between COUNTY and CONTRACTOR, for the purpose of predator management, as authorized by W.S. 11-6-201 to 210.

Term: This agreement shall be in effect for a one-year term beginning July 1, 2023 and ending on June 30, 2024.

Payment: The COUNTY shall reimburse the CONTRACTOR, upon receipt of a detailed invoice and accurate supporting documentation, up to a total of $50,000 for services outlined below.

Termination: CONTRACTOR may terminate this agreement thirty (30) days after giving notice in writing to COUNTY of intent to terminate. COUNTY may terminate this agreement at any time for any breach thereof by CONTRACTOR or due to lack of sufficient funds in the county treasury. Termination by either party ceases further obligation on the part of COUNTY to make further payments under this agreement and CONTRACTOR shall be required to reimburse COUNTY for monies paid to CONTRACTOR under the terms of this agreement which have been paid in advance for services not yet rendered.

Responsibilities of Contractor: CONTRACTOR shall:

1. Pursuant to W.S. 11-6-205, the District Board shall carry out the general duties as outlined.
2. In accordance with W.S. 11-6-208, the District Board shall prepare and submit an annual report to the Board of County Commissioners.
3. Submit 'Reimbursement Request' to the Campbell County Commissioners Office via email to Kristin Young kristin.young@campbellcountywy.gov and Sandra Beeman sandra.beeman@campbellcountywy.gov by the 11th of each month. A 'Reimbursement Request' must contain the following:
    a. An invoice.
    b. Supporting documentation of all amounts appearing on the invoice.
    c. *As applicable*: Itemized receipts/invoices detailing expenditures. An itemized receipt has the following elements:
        i. The vendor/place of purchase with address.
        ii. The amount.
            1. If the organization is exempt from paying sales tax, sales tax is not reimbursable. Do not include it in the reimbursement total. If sales tax is on the receipt, cross it out and make a note that sales tax was

removed. Exceptions for out-of-state purchases may be made on a case by case basis.

iii. The detail of what was purchased. If it is unclear, please write notes on what the expenditure was. For example, if the receipt says: DZ BOX ASSORT, make the note '1 dozen bagels' to explain the purchase.

iv. The date.

v. Clearly indicate the amount charged to the county and the amount charged to another funding source if the organization must split up bills.

vi. For services rendered: statement(s) of service. Individual names may be redacted and instead client numbers provided.

d. The county can be invoiced only for received expenditures for which the organization has already paid. It is recommended, but not required, to provide in the 'Reimbursement Request' proof of payment to the vendor along supporting documentation in any one of the following forms:

i. Canceled check

ii. Bank statements

iii. Reconciliation statement showing the check number and that the payment was received or "cashed"

iv. General ledger posting proof of reconciliation (budget detail with check #)

v. The county may request the above items at any time as part of our monitoring process.

4. Ensure all Board Members attend a board training workshop once during their Board term.

5. **Campbell County would like to track 1% funds used to support community services for Veterans. The County would like to encourage organizations to add *voluntary* disclosure of Veteran status to intake forms or some other form for collecting this information appropriate to your organization. Suggested wording:**

> Voluntary Disclosure - This information will be kept confidential and will only be used for reporting purposes on 1% funds used for services provided and for no other purpose. Providing this information may help the County and this organization maintain and or increase services in the future.
>
> Are you, or someone in your household, a veteran?
>
> Yes/No/Choose not to Answer

As applicable, organizations will be asked to provide the number of Veterans served if such information is provided to your organization.

Miscellaneous Provisions:

1. By entering into this agreement, COUNTY does not waive its sovereign immunity, or any other defense provided by law.

2. It is understood by both parties the funding provided to the CONTRACTOR is budgeted through the Optional One Percent Sales Tax account, most recently approved by the voters of Campbell County in November 2018.

Signatures:

CAMPBELL COUNTY

_____ _____

Colleen Faber, Chairman
Board of Commissioners

Date

ATTEST:

_____

Cindy Lovelace, County Clerk

PREDATOR MANAGEMENT DISTRICT OF CAMPBELL COUNTY

Kevin F. Gee's - Kevin F. Gee's 8-14-2023

Chairman (print & sign)
Board of Directors

Date

ATTEST:

_____

Secretary (print & sign)

The following page(s) contain the backup material for Agenda Item: 9:15 Contract for Services, Conservation District

*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.

CONTRACT FOR SERVICES AGREEMENT
CAMPBELL COUNTY CONSERVATION DISTRICT
Fiscal Year 2023-2024

Parties: This agreement is made between the Board of County Commissioners, Campbell County, Wyoming, 500 South Gillette Avenue, Suite 1100, Gillette, Wyoming, (hereafter "COUNTY") and Campbell County Conservation District, 601 West 4J, Suite D, P.O. Box 2577, Gillette, Wyoming, 82716 (hereafter, "DISTRICT").

Purpose: This agreement is for the purpose of memorializing the DISTRICT'S acceptance of the COUNTY'S contribution of funds pursuant to W.S. 11-16-133(b).

Term: This agreement shall be in effect for a one-year term beginning July 1, 2023 and ending on June 30, 2024.

Payment: The COUNTY shall reimburse the DISTRICT, upon receipt of a detailed invoice and accurate supporting documentation, up to a total of $275,000 during the term of this agreement.

Termination: DISTRICT may terminate this agreement thirty (30) days after giving notice in writing to COUNTY of intent to terminate. COUNTY may terminate this agreement at any time for any breach thereof by DISTRICT or due to lack of sufficient funds in the county treasury. Termination by either party ceases further obligation on the part of COUNTY to make further payments under this agreement and DISTRICT shall be required to reimburse COUNTY for monies paid to DISTRICT under the terms of this agreement which have been paid in advance for services not yet rendered.

Responsibilities of Contractor: DISTRICT shall:

1. Provide soil and water conservation programs, resources, and education to the citizens of Campbell County in accordance with the application for funding which by this reference is incorporated herein.
2. Submit 'Reimbursement Request' to the Campbell County Commissioners Office via email to Kristin Young kristin.young@campbellcountywy.gov and Sandra Beeman sandra.beeman@campbellcountywy.gov by the 11th of each month. A 'Reimbursement Request' must contain the following:
    a. An invoice.
    b. Supporting documentation of all amounts appearing on the invoice.
    c. Monthly financial statements and program statistics with specific detail on how County funds are being expended. Documentation must be approved by the DISTRICT Board and signed by the Board Chairman.
    d. *As applicable*: Itemized receipts/invoices detailing expenditures. An itemized receipt has the following elements:
        i. The vendor/place of purchase with address.
        ii. The amount.
            1. If the organization is exempt from paying sales tax, sales tax is not reimbursable. Do not include it in the reimbursement total. If sales

tax is on the receipt, cross it out and make a note that sales tax was removed. Exceptions for out-of-state purchases may be made on a case by case basis.

iii. The detail of what was purchased. If it is unclear, please write notes on what the expenditure was. For example, if the receipt says: DZ BOX ASSORT, make the note '1 dozen bagels' to explain the purchase.

iv. The date.

v. Clearly indicate the amount charged to the county and the amount charged to another funding source if the organization must split up bills.

vi. For services rendered: statement(s) of service. Individual names may be redacted and instead client numbers provided.

e. The county can be invoiced only for received expenditures for which the organization has already paid. It is recommended, but not required, to provide in the 'Reimbursement Request' proof of payment to the vendor along supporting documentation in any one of the following forms:

i. Canceled check

ii. Bank statements

iii. Reconciliation statement showing the check number and that the payment was received or "cashed"

iv. General ledger posting proof of reconciliation (budget detail with check #)

v. The county may request the above items at any time as part of our monitoring process.

3. Ensure all Board Members attend a board training workshop once during their Board term.

4. **Campbell County would like to track 1% funds used to support community services for Veterans. The County would like to encourage organizations to add *voluntary* disclosure of Veteran status to intake forms or some other form for collecting this information appropriate to your organization. Suggested wording:**

> Voluntary Disclosure - This information will be kept confidential and will only be used for reporting purposes on 1% funds used for services provided and for no other purpose. Providing this information may help the County and this organization maintain and or increase services in the future.
>
> Are you, or someone in your household, a veteran?
>
> Yes/No/Choose not to Answer

As applicable, organizations will be asked to provide the number of Veterans served if such information is provided to your organization.

Miscellaneous Provisions:

1. By entering into this agreement, COUNTY does not waive its sovereign immunity, or any other defense provided by law.

2. It is understood by both parties the funding provided to the CONTRACTOR is budgeted through the Optional One Percent Sales Tax account, most recently approved by the voters of Campbell County in November 2018.

Signatures:

CAMPBELL COUNTY

_____ _____

Colleen Faber, Chairman
Board of Commissioners

Date

ATTEST:

_____

Cindy Lovelace, County Clerk

CAMPBELL COUNTY CONSERVATION DISTRICT

BRANDON T PRICE

Chairman (print & sign)
Board of Directors

08-14-23

Date

ATTEST:

Kim Kretschman Kim Kretschman

Secretary (print & sign)

The following page(s) contain the backup material for Agenda Item: 9:20 Contract for Services, Second Chance Ministries

*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.

CONTRACT FOR SERVICES AGREEMENT
SECOND CHANCE MINISTRIES
Fiscal Year 2023-2024

Parties: This agreement is made between the Board of County Commissioners, Campbell County, Wyoming, 500 South Gillette Avenue, Suite 1100, Gillette, Wyoming, (hereafter "COUNTY") and Second Chance Ministries, 706 Longmont Street, Gillette, Wyoming, (hereafter, "CONTRACTOR").

Purpose: This agreement is for the purpose of establishing the terms and conditions of the contract for services between COUNTY and CONTRACTOR, as authorized by W.S. 35-1-614 (a).

Term: This agreement shall be in effect for a one-year term beginning July 1, 2023 and ending on June 30, 2024.

Payment: The COUNTY shall reimburse the CONTRACTOR, upon receipt of a detailed invoice and accurate supporting documentation, up to a total of $20,000 for services outlined below.

Termination: CONTRACTOR may terminate this agreement thirty (30) days after giving notice in writing to COUNTY of intent to terminate. COUNTY may terminate this agreement at any time for any breach thereof by CONTRACTOR or due to lack of sufficient funds in the county treasury. Termination by either party ceases further obligation on the part of COUNTY to make further payments under this agreement and CONTRACTOR shall be required to reimburse COUNTY for monies paid to CONTRACTOR under the terms of this agreement which have been paid in advance for services not yet rendered.

Responsibilities of Contractor: CONTRACTOR shall:

1. Provide assistance to clients residing in Campbell County to transition into the community following release from incarceration with a focus on obtaining employment.
2. Monthly Reimbursement packet submitted to the Campbell County CARE Board via email to Kristin Young kristin.young@campbellcountywy.gov and Sandra Beeman sandra.beeman@campbellcountywy.gov in the Campbell County Commissioners Office by the 11th of each month. A 'Monthly Reimbursement Packet' must contain the following:
    a. A signed invoice using 'Attachment A' '2023-2024 County 1% Tracking Workbook' . The invoice must be signed for each monthly tab.
    b. Email the '2023-2024 County 1% Tracking Workbook' in Excel workbook 'Attachment A' along with the expenditure packet.
    c. Supporting documentation of all amounts appearing on the invoice.
    d. *As applicable*: Itemized receipts/invoices detailing expenditures. An itemized receipt has the following elements:
        i. The vendor/place of purchase with address.
        ii. The amount.
            1. If the organization is exempt from paying sales tax, sales tax is not reimbursable. Do not include it in the reimbursement total. If sales tax is on the receipt, cross it out and make a note that sales tax was

removed. Exceptions for out-of-state purchases may be made on a case by case basis.

iii. The detail of what was purchased. If it is unclear, please write notes on what the expenditure was. For example, if the receipt says: DZ BOX ASSORT, make the note '1 dozen bagels' to explain the purchase.

iv. The date.

v. Clearly indicate the amount charged to the county and the amount charged to another funding source if the organization must split up bills.

vi. For services rendered: statement(s) of service. Individual names may be redacted and instead client numbers provided.

vii. For scholarships: Proof of program enrollment or applicable statement for scholarships. Individual names may be redacted and instead client numbers provided.

e. *As applicable*: For grants-in-aid (including scholarships), please complete the 'Grants-in-aid' spreadsheet provided (Attachment B), in addition to providing all the supporting documentation above from 2d.

f. *As applicable*: Salary/Employee Fringe Benefits detail/payroll report – Must clearly indicate the amount charged to the county and provide supporting documentation such as timesheets and pay detail.

g. The county can be invoiced only for received expenditures for which the organization has already paid. *Exceptions to this are services and scholarships considered grants-in-aid.* It is recommended, but not required, to provide in the 'Monthly Reimbursement Packet' proof of payment to the vendor along supporting documentation in any one of the following forms:

i. Canceled check

ii. Bank statements

iii. Reconciliation statement showing the check number and that the payment was received or "cashed"

iv. General ledger posting proof of reconciliation (budget detail with check #)

v. The county may request the above items at any time as part of our monitoring process.

3. Submit to the COUNTY a copy of your previous year's annual financial compilation, review, or audit when completed.

4. Participate in an annual compliance monitoring visit with the CARE Board.

5. Ensure all Board Members attend a board training workshop once during their Board term.

6. **Campbell County would like to track 1% funds used to support community services for Veterans. The County would like to encourage organizations to add ***voluntary*** disclosure of Veteran status to intake forms or some other form for collecting this information appropriate to your organization. Suggested wording:**

Voluntary Disclosure - This information will be kept confidential and will only be used for reporting purposes on 1% funds used for services provided and for no other purpose. Providing this information may help the County and this organization maintain and or increase services in the future.

Are you, or someone in your household, a veteran?

Yes/No/Choose not to Answer

As applicable, organizations will be asked to provide the number of Veterans served if such information is provided to your organization.

Miscellaneous Provisions:

1. By entering into this agreement, COUNTY does not waive its sovereign immunity, or any other defense provided by law.

2. It is understood by both parties the funding provided to the CONTRACTOR is budgeted through the Optional One Percent Sales Tax account, most recently approved by the voters of Campbell County in November 2018.

Signatures:

CAMPBELL COUNTY

_____ _____

Colleen Faber, Chairman
Board of Commissioners

Date

ATTEST:

_____

Cindy Lovelace, County Clerk

SECOND CHANCE MINISTRIES

Clint Haskins

Chairman (print & sign)
Board of Directors

8/14/2023

Date

ATTEST:

Maggi McCreery-McCoy

Secretary (print & sign)

Maggi McCreery-McCoy

The following page(s) contain the backup material for Agenda Item: 9:25 Contract for Services, Personal Frontiers

*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.

CONTRACT FOR SERVICES AGREEMENT
PERSONAL FRONTIERS, INC.
Fiscal Year 2023-2024

Parties: This agreement is made between the Board of County Commissioners, Campbell County, Wyoming, 500 South Gillette Avenue, Suite 1100, Gillette, Wyoming, (hereafter "COUNTY") and Personal Frontiers, Inc., 310 South Miller Avenue, P.O. Box 754, Gillette, Wyoming, (hereafter, "CONTRACTOR").

Purpose: This agreement is for the purpose of establishing the terms and conditions of the contract for services between COUNTY and CONTRACTOR, as authorized by W.S. 35-1-614 (a).

Term: This agreement shall be in effect for a one-year term beginning July 1, 2023 and ending on June 30, 2024.

Payment: The COUNTY shall reimburse the CONTRACTOR, upon receipt of a detailed invoice and accurate supporting documentation, up to a total of $40,800 for services outlined below.

Termination: CONTRACTOR may terminate this agreement thirty (30) days after giving notice in writing to COUNTY of intent to terminate. COUNTY may terminate this agreement at any time for any breach thereof by CONTRACTOR or due to lack of sufficient funds in the county treasury. Termination by either party ceases further obligation on the part of COUNTY to make further payments under this agreement and CONTRACTOR shall be required to reimburse COUNTY for monies paid to CONTRACTOR under the terms of this agreement which have been paid in advance for services not yet rendered.

Responsibilities of Contractor: CONTRACTOR shall:

1. Funding to assist with offseting the sliding fee scale with the actual cost of providing counseling to clients in Campbell County.
2. Monthly Reimbursement packet submitted to the Campbell County CARE Board via email to Kristin Young kristin.young@campbellcountywy.gov and Sandra Beeman sandra.beeman@campbellcountywy.gov in the Campbell County Commissioners Office by the 11th of each month. A 'Monthly Reimbursement Packet' must contain the following:
    a. A signed invoice using 'Attachment A' '2023-2024 County 1 % Tracking Workbook' . The invoice must be signed for each monthly tab.
    b. Email the '2023-2024 County 1 % Tracking Workbook' in Excel workbook 'attachment A' along with the expenditure packet.
    c. Supporting documentation of all amounts appearing on the invoice.
    d. *As applicable*: Itemized receipts/invoices detailing expenditures. An itemized receipt has the following elements:
        i. The vendor/place of purchase with address.
        ii. The amount.
            1. If the organization is exempt from paying sales tax, sales tax is not reimbursable. Do not include it in the reimbursement total. If sales tax is on the receipt, cross it out and make a note that sales tax was

removed. Exceptions for out-of-state purchases may be made on a case by case basis.

iii. The detail of what was purchased. If it is unclear, please write notes on what the expenditure was. For example, if the receipt says: DZ BOX ASSORT, make the note '1 dozen bagels' to explain the purchase.
iv. The date.
v. Clearly indicate the amount charged to the county and the amount charged to another funding source if the organization must split up bills.
vi. For services rendered: statement(s) of service. Individual names may be redacted and instead client numbers provided.
vii. For scholarships: Proof of program enrollment or applicable statement for scholarships. Individual names may be redacted and instead client numbers provided.

e. *As applicable*: For grants-in-aid (including scholarships), please complete the 'Grants-in-aid' spreadsheet provided (Attachment B), in addition to providing all the supporting documentation above from 2d.

f. *As applicable*: Salary/Employee Fringe Benefits detail/payroll report – Must clearly indicate the amount charged to the county and provide supporting documentation such as timesheets and pay detail.

g. The county can be invoiced only for received expenditures for which the organization has already paid. *Exceptions to this are services and scholarships considered grants-in-aid.* It is required to provide in the 'Monthly Reimbursement Packet' proof of payment to the vendor along supporting documentation in any one of the following forms:
   i. Canceled check
   ii. Bank statements
   iii. Reconciliation statement showing the check number and that the payment was received or "cashed"
   iv. General ledger posting proof of reconciliation (budget detail with check #)
   v. The county may request the above items at any time as part of our monitoring process.

3. Submit to the COUNTY a copy of your previous year's annual financial compilation, review, or audit when completed.
4. Participate in an annual compliance monitoring visit with the CARE Board.
5. Ensure all Board Members attend a board training workshop once during their Board term.
6. **Campbell County would like to track 1% funds used to support community services for Veterans. The County would like to encourage organizations to add *voluntary* disclosure of Veteran status to intake forms or some other form for collecting this information appropriate to your organization. Suggested wording:**

   Voluntary Disclosure - This information will be kept confidential and will only be used for reporting purposes on 1% funds used for services provided and for no other purpose. Providing this information may help the County and this organization maintain and or increase services in the future.

Are you, or someone in your household, a veteran?

Yes/No/Choose not to Answer

As applicable, organizations will be asked to provide the number of Veterans served if such information is provided to your organization.

Miscellaneous Provisions:

1. By entering into this agreement, COUNTY does not waive its sovereign immunity, or any other defense provided by law.
2. It is understood by both parties the funding provided to the CONTRACTOR is budgeted through the Optional One Percent Sales Tax account, most recently approved by the voters of Campbell County in November 2018.

Signatures:

CAMPBELL COUNTY

_____ _____

Colleen Faber Chairman
Board of Commissioners

Date

ATTEST:

_____

Cindy Lovelace, County Clerk

PERSONAL FRONTIERS, INC.

Chairman (print & sign)
Board of Directors

8/9/2023

Date

ATTEST:

_____

Secretary (print & sign)

The following page(s) contain the backup material for Agenda Item: 9:30 County Fleet Vehicle Bids

*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

Campbell County
wyoming

Denton Knapp, Commissioners
Administrative Director

BOARD OF COMMISSIONERS
Colleen Faber, Chairman
Del Shelstad
Jim Ford
Butch Knutson
Kelley McCreery

MEMORANDUM

TO: Campbell County Board of Commissioners

FROM: Anthony Langone, Fleet Manager

RE: FY 2023/24 Vehicle Recommendations

Date: August 31, 2023

This year Campbell County sent out for bid, requests for 12 vehicles. This includes 10 Sheriff's Office vehicles and 2 county vehicles. On August 12th, 2023, bids were posted online and advertised over the following 3 weeks in the Gillette News Record. I also delivered bids to our 3 local vendors. I received 21 sealed bids on August 30th from 5 vendors. I had to write an addendum to strike 1 Police seadan from the bid process and added that vehicle to the Police SUV bid as no manufacture is producing a 24' model Police sedan.

Below is the list of all the bids returned with specified vehicle and price. Prices below are price per unit, and I have placed an astrik next to my recommendations.

Fleet Managment

Mid-Size SUV AWD x(1)

Whites Energy Motors (Gillette)	2024 Dodge Durango	$ 41,000.00 *
Fremont Motors (Casper)	2024 Dodge Durango	$ 42,911.00
Thunder Basin Ford (Gillette)	2023 Ford Explorer base	$ 41,625.00

Parks and Rec

½ Ton Ext Cab Short Box Pick Ups x(1)

Fremont Motors (Riverton)	2024 Chevy Silverado 1500 WT	$ 47,102.00 *
Whites Energy Motors (Gillette)	2024 Ram Bighorn Lonestar 1500	$ 49,200.00
Fremont Motors (Casper)	2024 Ram Bighorn Lonestar 1500	$ 54,852.00
Thunder Basin Ford (Gillette)	2023 Ford F-150 XL	$ 51,335.00
Libert Dodge (Rapid City)	2024 Ram Tradesman 1500	$ 48126.00

Sheriff's Office

½ Ton Crew Cab Pick Up x2

Fremont Motors (Riverton)	2024 Chevy Silverado 1500 LT	$ 54,878.00
Whites Energy Motors (Gillette)	2024 Ram Bighorn Lonestar 1500	$ 52,000.00 *
Fremont Motors (Casper)	2024 Ram Bighorn Lonestar 1500	$ 54,852.00
Thunder Basin Ford (Gillette)	2023 Ford F-150 XL	$ 53,770.00
Libert Dodge (Rapid City)	2024 Ram Tradesman 1500	$ 54,242.00

Mid-Size Suv Police Pursuit x(6)

Whites Energy Motors (Gillette)	2024 Dodge Durango Pursuit	$ 43,800.00 *
Fremont Motors (Casper)	2024 Dodge Durango Pursuit	$ 48,285.00
Thunder Basin Ford (Gillette)	2023 Ford Explorer Police Interceptor	$ 53,775.00
Libert Dodge (Rapid City)	2024 Dodge Durango Pursuit	$ 47,796.00

½ Ton Crew Cab Pick Up Police x(2)

Fremont Motors (Riverton)	2024 Chevy Silverado 1500 PPV	$ 53,094.00 *
Thunder Basin Ford (Gillette)	2023 Ford F-150 Police	$ 54,625.00

The following page(s) contain the backup material for Agenda Item: 9:35 District Support Grant, Central Campbell County

*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
wyoming

Department of Public Works - Engineering Division

500 S. Gillette Avenue, Suite 1400 Gillette, WY 82716 | 307-685-8061 Office | 307-687-6468 Fax

DISTRICT SUPPORT GRANT MEMORANDUM

SECTION 1 - General

FROM: Clark Melinkovich, P.E., Public Works Senior Engineer CM

TO: Board of County Commissioners

SUBJECT: District Support Grant Application From: **Central Campbell County I&S**

DATE: 9/6/2023

Central Campbell County I&S has submitted a District Support Grant application in the amount of $11,840.00 repairs to existing asphalt streets

SECTION 2 - Grant Type and Priority **Priority 5, Hard Surface Road**

SECTION 3 - Costs and Eligibility **Enlargement Eligible? Yes**

Total Number of District Lots:	454				
Total allowable grant over a 5-yr period:	454	lots	@	$1,500	$ 250,000
Total amount of Grants approved over current 5-yr period:					$ 65,922
Total amount not subject to $1500/lot limitation					$ 16,275
Remaining Grant eligibility this current 5-yr period:					$ 200,353
Current Fiscal Year Awards	$ -				O.K.
Remaining Eligibility this Fiscal Year	$ 50,000	O.K.			

SECTION 4 - Compliance

Central Campbell County I&S District is compliant with the elections office per a 5/9/2023 memo

SECTION 5 - Analysis

Total Estimated Project Cost: $47,360.00

Priority 5, Hard Surface Road (PR-5) 25% not funded by other grants, up to $50,000

%	Total	Grant	Item
100		$0.00	
50		$0.00	
33		$0.00	
25	$47,360.00	$11,840.00	repairs to existing asphalt streets
Totals	$47,360.00	$11,840.00	

SECTION 6 - Recommendation

I recommend the Board approve the District Support Grant request from **Central Campbell County I&S** Improvement and Service District in an amount not to exceed $11,840.00 repairs to existing asphalt streets

Funding History	
5 year	$65,922
10 year	$214,776
Since Incept	$684,156

Approved? Y or N	$	Date Approved	

Campbell County

DISTRICT SUPPORT GRANT APPLICATION

District Name: Central Campbell County I&SD Requested Amount: $11,840.00
Mailing Address: 6304 Irving Blvd Gillette WY 82718

Contact Person: Robert Meigs/Linda Gaudard

Day Time Phone: 307-686-1221

Application is requesting financial assistance to form a District? Yes_____ No_____

Applicant is requesting financial assistance for connection to regional water? Yes_____ No_____

Is the project anticipated to be complete in the next 18 months? Yes__X__ No_____

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)
I am requesting a grant for emergency asphalt repair to the roads in Sleepy Hollow. This funding would be used to hire a contractor to repair the damage on the roads.

Total project cost (estimated) (itemize on separate sheet):_____

Projected start date: 08/10/23 Projected completion date: 08/15/2023
Briefly describe why the project is needed:. The asphalt on many of the roads has been severely cracked and eroded in some cases the asphalt has completely washed away. This has created a number 0f hazards for motorists, pedestrians and cyclist. The current conditions of the roads in Sleepy Hollow subdivision are a safety hazard, as well as a major inconvenience for the residents.
Governing Board members: Robert Meigs, Robert Zabel, Ben Ortiz

Acreage (approximate) of district or proposed district: approximately 240 acres

Date of district formation (if applicable) 06/24/86

Number of lots: 454 residences, 1 school , 1 fire station, 2 parks

Population of District: The population reported in 2020 was 1,227.

Ratio of Developed and undeveloped land: 100% with 2 unimproved lots in Hunter Estates

Is area legally platted? Yes

District boundary map included? No
Is District Zoned? Yes If so, what is it zoned? Sleepy Hollow and Hunter – are R1 and The Meadows is A-L

Is District in compliance with the Elections Office? (Submit letter of compliance). Yes

FINANCIAL INFORMATION

Current Mill Levy for the Subdivision $ 135,000 (16.712

Current Assessed Valuation (County Assessor's Office) $ 9,244,785

Current Indebtedness $ 0

Current Income statement and balance sheet $ attached

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)
$70/month dues for Sleepy Hollow and Hunter Estates (sewer and water) – 442 lots and
$50/month for The Meadows (water) – 14 lots.

Will project generate user fees, charges, other revenues or income revenue?

Yes_____ No X

List and describe other potential funding sources:

Other pending applications for funding:

Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources:

Respectfully submitted,

Title: VP

Attest:
Secretary



Campbell County
wyoming

Date: 8/10/2023
Time: 10:47:25 AM

N

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mi

CAMPBELL COUNTY, WYOMING

DEPARTMENT
OF PUBLIC WORKS

500 S. Gillette Ave.Gillette, Wyoming 82716
Phone # 307 685-8061
Fax # 307 687-6349

The following page(s) contain the backup material for Agenda Item: 9:40 District Support Grant, Freedom Hills

*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
wyoming

Department of Public Works - Engineering Division

500 S. Gillette Avenue, Suite 1400 Gillette, WY 82716 | 307-685-8061 Office | 307-687-6468 Fax

DISTRICT SUPPORT GRANT MEMORANDUM

SECTION 1 - General

FROM: Clark Melinkovich, P.E., Public Works Senior Engineer

TO: Board of County Commissioners

SUBJECT: District Support Grant Application From: **Freedom Hills I&S** CM

DATE: 9/6/2023

Freedom Hills I&S has submitted a District Support Grant application in the amount of $12,733.75 for well pump and casing replacement

SECTION 2 - Grant Type and Priority **Priority 4, Water and Sewer**

SECTION 3 - Costs and Eligibility **Enlargement Eligible?** **Yes**

Total Number of District Lots:	160				
Total allowable grant over a 5-yr period:	160	lots	@	$1,500	$ 240,000
Total amount of Grants approved over current 5-yr period:					$ 50,000
Total amount not subject to $1500/lot limitation					$ 75,000
Remaining Grant eligibility this current 5-yr period:					$ 265,000
Current Fiscal Year Awards	$ -				O.K.
Remaining Eligibility this Fiscal Year	$ 50,000	O.K.			

SECTION 4 - Compliance

Freedom Hills I&S District is compliant with the elections office per a 8/24/2023 memo

SECTION 5 - Analysis

Total Estimated Project Cost: $3,600.00

Priority 4, Water and Sewer (PR-5) 25% not funded by other grants, up to $50,000

%	Total	Grant	Item
100		$0.00	
50		$0.00	
33		$0.00	
25	$50,935.00	$12,733.75	well pump and casing replacement
Totals	$50,935.00	$12,733.75	

SECTION 7 - Recommendation

I recommend the Board approve the District Support Grant request from **Freedom Hills I&S** Improvement and Service District in an amount not to exceed $12,733.75 for well pump and casing replacement

Funding History	
5 year	$50,000
10 year	$163,005
Since Incept	$203,400

Approved? Y or N	$	Date Approved	

Campbell County

RECEIVED
AUG 24 2023

DISTRICT SUPPORT GRANT APPLICATION

District Name: Freedom Hills ISD Requested Amount: $12,733.75

Mailing Address: PO Box 4432, Gillette, WY 82717

Contact Person: Mike Zmudzinski

Day Time Phone: 307-299-9091

Application is requesting financial assistance to form a District? Yes_____ No X

Applicant is requesting financial assistance for connection to regional water? Yes_____ No X

Is the project anticipated to be complete in the next 18 months? Yes X No_____

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)
Emergency well repair – replace the pump, motor and casing due to failure.

Total project cost (estimated) (itemize on separate sheet): $50,935.00

Projected start date: July, 2023 Projected completion date: August 22, 2023

Briefly describe why the project is needed:
The District's water well had a pump and motor failure and needed casing replaced.

Governing Board members: Mike Zmudzinski, President / Amy Boyer, Vice President / Michael (Wally) Wilson, Secretary/Treasurer

Acreage (approximate) of district or proposed district: 533 acres

Date of district formation (if applicable) 9/16/2002

Number of lots: 161

Population of District: 483 (approximately)

Ratio of Developed and undeveloped land: 100% developed

Is area legally platted? Yes

District boundary map included? Yes

Is District Zoned? Yes - portions If so, what is it zoned? R-2

Is District in compliance with the Elections Office? (Submit letter of compliance). Yes

FINANCIAL INFORMATION

Current Mill Levy for the Subdivision $ 1,254.52 per lot assessment

Current Assessed Valuation (County Assessor's Office) $ 2,653,424

Current Indebtedness $ 1,069,802.52

Current Income statement and balance sheet $ 356,376.75 bank balance

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)
District maintains water, roads, community building/mailboxes, and provides garbage removal - $1,254.52 per lot assessed per year through County Assessments plus water is billed at a rate of $45 per month plus $3.01 per 1,000 gallons of water used over 13,000 gallons per month.

Will project generate user fees, charges, other revenues or income revenue? Yes____ No X

List and describe other potential funding sources:
None

Other pending applications for funding:
None

Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources:
None

Respectfully submitted,

(SEAL)

Mike A. Zmudzinski

Title: President

Attest:

Secretary



Campbell County
wyoming

N

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mi

CAMPBELL COUNTY, WYOMING

DEPARTMENT
OF PUBLIC WORKS

500 S. Gillette Ave.Gillette, Wyoming 82716
Phone # 307 685-8061
Fax # 307 687-6349

Date: 8/28/2023
Time: 4:25:29 PM

The following page(s) contain the backup material for Agenda Item: 9:45 District Support Grant, Wild Horse Creek

*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
wyoming

Department of Public Works - Engineering Division

500 S. Gillette Avenue, Suite 1400 Gillette, WY 82716 | 307-685-8061 Office | 307-687-6468 Fax

DISTRICT SUPPORT GRANT MEMORANDUM

SECTION 1 - General

FROM:	Clark Melinkovich, P.E., Public Works Senior Engineer CM
TO:	Board of County Commissioners
SUBJECT:	District Support Grant Application From: **Wild Horse Creek I&S**
DATE:	3/30/2021

Wild Horse Creek I&S has submitted a District Support Grant application in the amount of $19,653.75 for limestone road surfacing and blading

SECTION 2 - Grant Type and Priority **Priority 6, Gravel Road**

SECTION 3 - Costs and Eligibility **Enlargement Eligible?** **No**

Total Number of District Lots:	55				
Total allowable grant over a 5-yr period:	55	lots	@	$1,500	$ 82,500
Total amount of Grants approved over current 5-yr period:					$ 15,475
Total amount not subject to $1500/lot limitation					$ 14,727
Remaining Grant eligibility this current 5-yr period:					$ 81,752
Current Fiscal Year Awards	$ -				O.K.
Remaining Eligibility this Fiscal Year	$ 50,000	O.K.			

SECTION 4 - Compliance

Wild Horse Creek I&S District is compliant with the elections office per a 8/21/2023 memo

SECTION 5 - Analysis

Total Estimated Project Cost: $47,730.00

Priority 6, Gravel Road (PR-7) 25% not funded by other grants, up to $50,000

%	Total	Grant	Item
100		$0.00	
50	$30,885.00	$15,442.50	road surfacing/blading on shared roads used extensively by neighboring district
33		$0.00	
25	$16,845.00	$4,211.25	road surfacing/blading on remainder of district roads
Totals	$47,730.00	$19,653.75	

SECTION 7 - Recommendation

I recommend the Board approve the District Support Grant request from **Wild Horse Creek I&S** Improvement and Service District in an amount not to exceed $19,653.75 for limestone road surfacing and blading

Funding History	
5 year	$15,475
10 year	$102,749
Since Incept	$150,511

Approved? Y or N	$	Date Approved	

2023.04

RECEIVED
AUG 22 2023

Campbell County

DISTRICT SUPPORT GRANT APPLICATION

District Name: Wild Horse Creek I & SD (South) Requested Amount: $19,653.75 ($4,211.25 (25% of $16,845) + $15,442.50 (50% of $30,885)

Mailing Address: PO Box 3502, Gillette, WY 82717

Contact Person: Mary Kindt, President

Day Time Phone: 307-299-3483

Application is requesting financial assistance to form a District? Yes_____ No X

Applicant is requesting financial assistance for connection to regional water? Yes_____ No X

Is the project anticipated to be complete in the next 18 months? Yes X No_____

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)

See attached scope of work and maps.
Road 24' wide & 2" of material added. Contractor provide rock, deliver, spread and blade.

Total project cost (estimated) (itemize on separate sheet: $47,730.00

Projected start date: Sept. 1, 2023 Projected completion date: Sept. 1, 2024

Briefly describe why the project is needed:

The roads all need bladed, and rock is needed on several sections of road. The main area needing the most work is the area of road driven by both Wild Horse Creek residents (53 total lots but only about 13 of them drive this entire section of road) and all of Moon Ridge residents (68 total lots). This a heavily travelled section of road with most of the traffic from the Moon Ridge residents who have to travel this section of road to get to their District.

Governing Board members: Mary Kindt, President / Lorraine Terrell, Vice President / Kristina Roswadovski, Secretary/Treasurer

Acreage (approximate) of district or proposed district: 2.25 square miles (+/-1,880 acres)

Date of district formation (if applicable) October 6, 2009

Number of lots: 53

Population of District: 150 +/-

Ratio of Developed and undeveloped land: Approximately 87% developed

Is area legally platted? Yes

District boundary map included? Yes – on file

Is District Zoned? Yes and No If so, what is it zoned? Mix of Rural Residential & Unzoned

Is District in compliance with the Elections Office? (Submit letter of compliance). Yes

FINANCIAL INFORMATION

Current Mill Levy for the Subdivision	$ 28,200 (assessments)
Current Assessed Valuation (County Assessor's Office)	$ 1,144,849
Current Indebtedness	$ 173,928
Current Income statement and balance sheet	$ 21,364 (Bank Balance)

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)
$600 per household (47 total) is assessed through the County for road maintenance / District management.

Will project generate user fees, charges, other revenues or income revenue? Yes____ No X

List and describe other potential funding sources:
The Wild Horse Creek Improvement and Service District is on the south side of the interstate and has a total of 53 lots. Only about 14 of those lots use North Sage Hill Road north of the Borderline/Sage Hill Road intersection. Moon Ridge Improvement and Service District is on the north side of the interstate and has a total of 74 lots. ALL of the Moon Ridge ISD residents have to drive on North Sage Hill Road to get to their homes. In other words, more residents (about 7 X as many residents) of the neighboring district drive this section of road than we do. We have asked Moon Ridge to participate in the cost of this maintenance and hope that they will do that, but there is nothing that compels them to help with the cost other than a willing Board. This section of road along with the section of Borderline Road off of Lowery Road to the intersection of Borderline and Sage Hill Roads, which is driven by all of our residents as well as all of the Moon Ridge residents, is the most heavily travelled sections of road within the Wild Horse Creek Improvement and Service District and most of that traffic does not actually even originate from within the Wild Horse Creek Improvement and Service District. We are committed to maintaining the roads but we are asking the Commissioners to consider a higher funding amount through the grant program to assist in the cost to maintain this particular section of road due to this lopsided arrangement.

Other pending applications for funding:
None

Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources:
None

Respectfully submitted,

Mary J. Kindl

Title: Pres.

(SEAL)

Attest:

Kristen Rosvadowski

Secretary



Campbell County
wyoming

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CAMPBELL COUNTY, WYOMING

DEPARTMENT
OF PUBLIC WORKS

500 S. Gillette Ave.Gillette, Wyoming 82716
Phone # 307 685-8061
Fax # 307 687-6349

Date: 8/26/2023
Time: 12:27:14 PM

The following page(s) contain the backup material for Agenda Item: 9:50 Museum Crosswalk Final Acceptance

*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
wyoming
Department of Public Works *Matt Olsen, P.E., Director*

500 S. Gillette Avenue, Suite 1400, Gillette, WY 82716 • 307-685-8061 • Building 307-682-1970 • Solid Waste/Recycle 307-682-9499

MEMORANDUM

TO: Board of Commissioners

FROM: Clark Melinkovich, Public Works Senior Engineer CM

DATE: September 6, 2023

SUBJECT: Museum Crosswalk Project Final Acceptance

A WYDOT TAP grant was secured to pay for the installation of a Pedestrian Activated crosswalk system across 2nd Street near the museum to provide increased safety for pedestrians. The County portion of the project is $36,860, grant portion is $148,640, for a total project cost of $185,500. The project is complete and ready for final Acceptance. Inspections have been made by County staff, WYDOT personnel, and engineers from HDR; and all agreed that the project was complete per the approved design and achieved the desired result.

Public Works recommends the Board approve Final acceptance for the Museum Crosswalk project.



Final Acceptance Certificate

Project Information

Project Number:	CD21407	**Project Sponsor:**	Campbell County
Project Name:	Museum Pedestrian-Activated	**Contact Name:**	Clark Melinkovich
Project Amount:	$148,640.00	**Telephone number:**	307-685-8061
Match:	20%	**Email Address:**	cmm08@ccgov.net

Instructions

Local Public Agencies (LPAs) are required to submit a certification of project completion to WYDOT prior to reimbursement of the final 10% of project funds. To do so, the LPA must provide the following attachment and information :

******* Failure to attach the required documents may result in a delay of project. ******

Required Attachments

**Proof of forty day advertisement for final settlement and project completion*

Please fill-in the sections highlighted in gray

The aforementioned project has been completed in accordance with the plans and specifications dated: May 15, 2023 and agrees to accept full maintenance thereof, this _____ day of _____ _____.

_____ Chairman of governing body,

_____ Attest Signature

The aforementioned project has been designed and constructed according to accepted engineering and architectural standards.

_____ Signature

HDR Engineering, Inc.

PE 9934 WYOMING License Number (if applicable)

MICHAEL OAKLEY Printed Name

The aforementioned project is accepted as complete as certified above by the sponsoring entity and its professional consulting engineer and is hereby approved for final payment.

_____ WYDOT

Once completed, email a copy of this signed document along with the supporting documentation to your

The following page(s) contain the backup material for Agenda Item: 9:55 University of Wyoming Extension Annual Contribution Agreement

*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.

University of Wyoming Extension
Department 3354, 1000 E. University Ave.
Laramie, Wyoming 82071-2000
(307) 766-3566 • fax (307) 766-3998
e-mail: mrober38@uwyo.edu

DATE: August 13, 2023

TO: Kimberly Fry, Campbell County Coordinator

FROM: Ann Roberson, Business Manager

SUBJECT: FY 2024 County Contracts

Enclosed is a copy of the Annual Contribution Agreement for County/UWE personnel. The fringe benefit calculation is an estimated percentage that will be adjusted annually. Please have the contract signed by the County and returned to me as soon as possible. Please retain a copy for your records.

The agreement for your County Annual Compensation Agreement is as follows:

Campbell County 4-H Extension Educator, 100% benefited. County pays 50% of salary. Extension covers the balance of salary and benefits for FY24. The payment of benefits in subsequent years will be determined by UW and County Commissioners. Campbell County Commissioners have granted a stipend for FY24. The County will be billed quarterly by Extension.

County	**Employee**		**1st Qtr. - Due Oct. 2023**	**2nd Qtr. - Due Jan. 2024**	**3rd Qtr. - Due April 2024**	**4th Qtr. - Due June 2024**	**Yearly Total**
Campbell	Fry, Kimberly	**Salary**	6,052.00	6,052.00	6,052.00	6,052.00	$ 24,208.00
	4-H Ext Educator	**Fringe**	N/A	N/A	N/A	N/A	$ -
		Stipend	$ 876.00	$ 876.00	$ 876.00	$ 876.00	$ 3,504.00
		Total	$ 6,928.00	$ 6,928.00	$ 6,928.00	$ 6,928.00	$ 27,712.00

University of Wyoming Extension
Department 3354, 1000 E. University Ave.
Laramie, Wyoming 82071-2000
(307) 766-3566 • fax (307) 766-3998
e-mail: mrober38@uwyo.edu

DATE: August 13, 2023

TO: Kimberly Fry, Campbell County Coordinator

FROM: Ann Roberson, Business Manager

SUBJECT: FY 2024 County Contracts

Enclosed is a copy of the Annual Contribution Agreement for County/UWE personnel. The fringe benefit calculation is an estimated percentage that will be adjusted annually. Please have the contract signed by the County and returned to me as soon as possible. Please retain a copy for your records.

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Campbell County 4-H Extension Educator, 100% benefited. County pays 50% of salary. Extension covers the balance of salary and benefits for FY24. The payment of benefits in subsequent years will be determined by UW and County Commissioners. Campbell County Commissioners have granted a stipend for FY24. The County will be billed quarterly by Extension.

County	**Employee**		**1st Qtr. - Due Oct. 2023**	**2nd Qtr. - Due Jan. 2024**	**3rd Qtr. - Due April 2024**	**4th Qtr. - Due June 2024**	**Yearly Total**
Campbell	Fry, Kimberly	**Salary**	6,052.00	6,052.00	6,052.00	6,052.00	$ 24,208.00
	4-H Ext Educator	**Fringe**	N/A	N/A	N/A	N/A	$ -
		Stipend	$ 876.00	$ 876.00	$ 876.00	$ 876.00	$ 3,504.00
		Total	$ 6,928.00	$ 6,928.00	$ 6,928.00	$ 6,928.00	$ 27,712.00

ANNUAL COMPENSATION AGREEMENT

This Annual Compensation Agreement ("Agreement") is made and entered into by and between the University of Wyoming ("University") and the Commissioners of Campbell County ("County").

WHEREAS, under the Federal Smith-Lever Act of 1914, the State Acceptance Act of 1915, and amendments thereto covering Extension programs, the County desires an Extension professional to assist and encourage the development of 4-H Youth Development Programming (position currently held by Kimberly Fry); and

WHEREAS, the University employs such Extension professionals; and

WHEREAS, the University contributes salary and employer paid benefits in the amount of $44,421.51 and

WHEREAS, the University and the County have entered into a Memorandum of Understanding dated July 1, 2022.

NOW THEREFORE, the parties agree as follows:

1. **Payment.** In return for the above services, which shall be done and directed under the supervision of the Director of the University of Wyoming Extension, the County will contribute $27,712.00 annually to the University of Wyoming Extension. The County agrees to make payments to the University as follows: **Four payments of $6,928.00 due in October 2023, and January, March, and June 2024.**
2. **Term and termination.** The term of this Agreements shall commence on July 1, 2023 and shall remain in full force and effect until June 30, 2024, unless terminated by written mutual consent of both parties. In the event this Agreement is terminated, the University will return unused funds contributed by the County.

In witness whereof, the parties to this Agreement through their duly authorized representatives have executed this Agreement on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement as set forth herein.

Board of County Commissioners, Campbell County

Chairman	Date
Eric Webster Interim Director University of Wyoming Extension	August 3, 2023 Date
Barbara Rasco Dean College of Agriculture, Life Sciences and Natural Resources University of Wyoming	Date

ANNUAL COMPENSATION AGREEMENT

This Annual Compensation Agreement ("Agreement") is made and entered into by and between the University of Wyoming ("University") and the Commissioners of Campbell County ("County").

WHEREAS, under the Federal Smith-Lever Act of 1914, the State Acceptance Act of 1915, and amendments thereto covering Extension programs, the County desires an Extension professional to assist and encourage the development of Community Vitality and Health Programming (position currently held by Sara Olsen); and

WHEREAS, the University employs such Extension professionals; and

WHEREAS, the University contributes salary and employer paid benefits in the amount of $81,733.27 and

WHEREAS, the University and the County have entered into a Memorandum of Understanding dated July 1, 2022.

NOW THEREFORE, the parties agree as follows:

1. **Payment.** In return for the above services, which shall be done and directed under the supervision of the Director of the University of Wyoming Extension, the County will contribute $3,066.00 annually to the University of Wyoming Extension. The County agrees to make payments to the University as follows: **One payments of $438.00 due October 2023, and three payments of $876.00 due in January, March, and June 2024.**
2. **Term and termination.** The term of this Agreements shall commence on July 1, 2023 and shall remain in full force and effect until June 30, 2024, unless terminated by written mutual consent of both parties. In the event this Agreement is terminated, the University will return unused funds contributed by the County.

In witness whereof, the parties to this Agreement through their duly authorized representatives have executed this Agreement on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement as set forth herein.

Board of County Commissioners, Campbell County

Chairman

Date

Eric Webster
Interim Director
University of Wyoming Extension

August 3, 2023
Date

Barbara Rasco
Dean
College of Agriculture, Life Sciences and Natural Resources
University of Wyoming

Date

ANNUAL COMPENSATION AGREEMENT

This Annual Compensation Agreement ("Agreement") is made and entered into by and between the University of Wyoming ("University") and the Commissioners of Campbell County ("County").

WHEREAS, under the Federal Smith-Lever Act of 1914, the State Acceptance Act of 1915, and amendments thereto covering Extension programs, the County desires an Extension professional to assist and encourage the development of 4-H Youth Development Programming (position currently held by Makala Riley); and

WHEREAS, the University employs such Extension professionals; and

WHEREAS, the University contributes salary and employer paid benefits in the amount of $0.00 and

WHEREAS, the University and the County have entered into a Memorandum of Understanding dated July 1, 2022.

NOW THEREFORE, the parties agree as follows:

1. **Payment.** In return for the above services, which shall be done and directed under the supervision of the Director of the University of Wyoming Extension, the County will contribute $63,288.00 annually to the University of Wyoming Extension. The County agrees to make payments to the University as follows: **Four payments of $15,822.00 due in October 2023, and January, March, and June 2024.**
2. **Term and termination.** The term of this Agreements shall commence on July 1, 2023 and shall remain in full force and effect until June 30, 2024, unless terminated by written mutual consent of both parties. In the event this Agreement is terminated, the University will return unused funds contributed by the County.

In witness whereof, the parties to this Agreement through their duly authorized representatives have executed this Agreement on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement as set forth herein.

Board of County Commissioners, Campbell County

Chairman

Date

Eric Webster
Interim Director
University of Wyoming Extension

August 3, 2023
Date

Barbara Rasco
Dean
College of Agriculture, Life Sciences and Natural Resources
University of Wyoming

Date

The following page(s) contain the backup material for Agenda Item: 10:00 Creation of Administration Services Manager Position, Sheriff's Office

*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
wyoming

MEMORANDUM

Personnel Committee

TO: **Board of Campbell County Commissioners**
Colleen Faber, Chairman
Del Shelstad
Kelley McCreery
Jim Ford
Butch Knutson

FROM: Brandy Elder
Executive Director Human Resources Risk Management

DATE: September 6, 2023

SUBJECT: Creation and Classification of Administration Services Manager, Sheriff's Office

On August 23, 2023, the Personnel Committee met to review a new job description for the position of Administration Services Manager for the Sheriff's Office. This position oversees all of the administration functions of the Sheriff's office including supervising 17 staff members including others that supervise, administers and oversees the budget, and multiple other high level management tasks. The position qualifies for exemption under the Fair Labor Standards (FLSA) standard.

Based on the latest job description; the following pointing and title are being recommend along with the attached job description for approval.

Position: Administrative Services Manager

Category	Pointing	Factor Amount
Education	5	100
Experience	6	103
Management/Supervision	4b	89
Human Collaboration Skills	4a	105
Freedom to Act and Impact of Action	3b	90
Technical Skill	2b	78
Fiscal Responsibility	4	80
Working Conditions	1a	9
		654
	RATING	**112**

As always, thank you for your consideration.

Campbell County
wyoming

Campbell County Job Description

Classification Title	Administration Services Manager, Sheriff
Pay Grade	112
FLSA Status	Exempt

GENERAL SUMMARY

Directs, administers, organizes, supervises, plans, and coordinates the activities of the administration department of the Campbell County Sheriff. Directs, manages, and assists in the planning, implementation, and control of the accounting/administrative functions for the Sheriff's Department. Oversees the hiring, evaluations, recruitment, and supervision of administrative staff and custodial staff. Provides assistance, advice, and recommendations concerning financial and fiscal matters to the Sheriff. Performs a variety of complex accounting, auditing, and financial management duties.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Provide an expert level of leadership in potentially high stress situations.
- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Plans, coordinates, and evaluates the organization, staffing, and operational activities for the Sheriff's Department.
- Manages personnel/human resources-related functions. Administers and supports tasks related to medical leave management and requests such as Family and Medical Leave, workers' compensation, reasonable accommodations, light duty, etc. Assists new and terminating employees with paperwork.
- Identifies opportunities to improve operations and service methods and procedures. Assists in the implementation of goals, objectives, policies, and procedures for assigned areas.
- Attends and participates in County meetings, represents the Sheriff's department as directed.
- Develops, administers, monitors, and coordinates department budget. Forecasts funding needs for staffing, materials, and supplies and capital equipment and facility maintenance. Monitors and approves expenditures. Makes recommendations as necessary.
- Maintains the vehicle and equipment use plan and complete inventory of equipment. Manages an inventory control system.
- Manages payroll related functions. Processes payroll by verifying the accuracy of employee timecards and making changes when required. Prepares payroll reports and monitors payroll budget.
- Collaborates with the Sheriff and other leaders to plan and conduct regular strategic improvements to programs and projects. Communicates regularly with the Sheriff to keep him/her informed of department and personnel activities.
- Analyzes, evaluates, and makes recommendations on internal classifications/salary relations.
- Performs related work as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- Bachelor's degree from an accredited college or university in Business or a related field
- Seven (7) to (9) years of experience in office or financial management
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

Required Licenses or Certifications:

- Class C driver's license

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods, and computer equipment
- Human Resources Management
- FMLA and Worker's Compensation
- Operational characteristics, services, and activities of a comprehensive multi-events facility
- Organization and management practices as applied to the analysis and evaluation of multi-events facility programs, policies, and operational needs.
- Principles and practices of multi-events facility program development and administration
- Methods, materials, equipment, procedures, and practices utilized in multi-events facility maintenance and repair.
- Recent developments, current literature, and sources of information regarding multi-events facilities
- Principles and procedures of contract administration
- Principles and practices of crowd management
- Principles and practices of budget preparation and administration
- Principles and practices of employee supervision

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships.
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written
- Customer service

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Ability to:

- Meet schedules and deadlines of the work.
- Understand and carry out oral and written directions.
- Accurately organize and maintain paper documents and electronic files.
- Maintain the confidentiality of information and professional boundaries.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare and administer budget.
- Provide administrative and professional leadership and direction for department personnel.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position involves light physical demands, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

Campbell County is an Equal Opportunity Employer.

Date created:	8/21/2023
Dates revised:	
Commission Approved	

Signature Date

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RANGE PLACEMENT TABLE

CAMPBELL COUNTY - SALARY RANGES

Range Rates Effective: July 09, 2023
Updated: August 29, 2023

CLASSIFICATION TITLE		GRADE	MINIMUM	MIDPOINT	MAXIMUM
Bus Assistant	Food Services Worker	102	$16.17	$20.54	$24.91
Custodian I	Jury Bailiff		$33,627.36	$42,718.42	$51,809.47
File Clerk	Library Page		*Hourly rate stated for non-exempt employees*		
			Annual salary stated for exempt employees		
Childcare Coordinator	Drug Court Assistant	103	$16.97	$21.57	$26.16
Custodian II	Event Custodian		$35,303.42	$44,861.23	$54,419.04
Deputy County Clerk I	Instructional Assistant				
Deputy District Court Clerk I	Recreation Desk Coordinator				
Deputy Treasurer I	Treatment Court Assistant				
Administrative Assistant	Library Generalist	104	$17.82	$22.64	$27.46
Administrative Assistant- Sales and Marketing	Museum Assistant		$37,064.35	$47,088.91	$57,113.47
Bus Driver	Outreach Services Specialist				
Custodian, Senior	Recycling Center Technician				
Event Custodian, Senior	WIC Specialist				
GIS Technician I					
Airport Operations Technician I	Financial Technician	105	$18.72	$23.78	$28.84
Deputy County Clerk II	Food Services Supervisor		$38,931.36	$49,454.50	$59,977.63
Deputy District Court Clerk II	Lifeguard, Senior				
Deputy Treasurer II	Recreation Desk Supervisor				
Accounting Specialist	Event Technician	106	$20.58	$26.15	$31.71
Administrative Assistant, Senior	Facilities Coordinator		$42,813.89	$54,387.22	$65,960.54
Animal Control Officer	Financial Specialist				
Appraiser	GIS Technician II				
Box Office Personnel	Instructional Assistant, Senior				
Branch Services Specialist	Legal Assistant				
Circulation Services Specialist	Maintenance Technician				
Community Engagement Coordinator- CAM-PLEX	Sales and Events Coordinator- CAM-PLEX				
Deputy County Clerk III	Sales Manager				
Deputy District Court Clerk III	Technical Coordinator- CAM-PLEX				
Deputy Treasurer III	Technical Services Specialist				
Equipment Operator	Youth Services Specialist				
Adult Program Coordinator	HR/Risk Management Specialist	107	$22.64	$28.77	$34.89
Box Office Manager	Juvenile Diversion Officer		$47,099.52	$59,839.73	$72,579.94
Building Inspector	Legal Assistant, Senior				
Community Prevention Specialist	Licensed Practical Nurse				
Deputy County Clerk, Senior	Marketing Coordinator				
Deputy County Treasurer, Senior	Marketing Coordinator- CAM-PLEX				
Deputy District Court Clerk, Senior	Mechanic				
Deputy Emergency Management Coordinator	Museum Educator				
Equipment Operator, Senior	Parks Maintenance Technician				
Event Custodial Supervisor	Payroll Specialist				
Golf Course Maintenance Technician	Reference Services Specialist				
Grants Specialist	WIC Nurse/Nutritionist				
Grounds Maintenance Technician	Youth Services Coordinator				
Administrative Coordinator	HR/Finance Manager	108	$24.91	$31.65	$38.38
Adult Treatment Court Case Manager	Information Technology Specialist		$51,809.47	$65,822.64	$79,835.81
Airport Operations Technician II	Juvenile Probation Officer				
Communication Technician	Juvenile Probation Officer, Intensive Supervision				
County Fair Coordinator	Maintenance Technician, Senior				
Early Childhood Instructor	Mechanic, Senior				
Early Childhood Special Education Instructor	Mechanic, Senior Golf				
Early Head Start Home Visitor	Performing Arts Manager- CAM-PLEX				
Early Interventionist	Recycling Center Supervisor				
Grounds Maintenance Supervisor	Sales Manager, Senior - CAM-PLEX				
Horticulture Program Coordinator	Sports Tourism Sales Coordinator - CAM-PLEX				

Campbell County
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RANGE PLACEMENT TABLE

CAMPBELL COUNTY - SALARY RANGES

Range Rates Effective: July 09, 2023
Updated: August 29, 2023

CLASSIFICATION TITLE		GRADE	MINIMUM	MIDPOINT	MAXIMUM
Appraiser, Senior	HR/Risk Management Generalist	109	$27.15	$34.49	$41.83
Building Inspector, Senior	HR/Safety Generalist- CAM-PLEX		$56,476.99	$71,741.90	$87,006.82
Detention Officer	Information Technology Services Supervisor				
Early Childhood Special Education Supervisor	Juvenile Diversion Officer, Senior				
Emergency Management Coordinator	Juvenile Probation Officer, Senior				
Engineering Technician	Office Manager				
Financial Analyst	Public Health Response Coordinator				
Finance Coordinator- Fire	Public Information Officer				
Finance Coordinator- CAM-PLEX	Sheriff's Deputy				
Financial Services Manager	Technical Director, Assistant- CAM-PLEX				
GIS Specialist	Victim/Witness Coordinator				
Airport Operations Officer	Fire Marshal	110	$29.60	$37.60	$45.59
Aquatics Supervisor	Golf Course Supervisor		$61,568.83	$78,202.18	$94,835.52
Communications Supervisor	Ice Arena Supervisor				
Corporal	Landfill Supervisor				
Custodial Supervisor	Library Manager				
Detention Corporal	Maintenance Supervisor, CAM-PLEX				
Elections Coordinator	Maintenance Technician, Master				
Engineer	Parks Supervisor				
Equipment Maintenance Supervisor	Public Health Nurse				
Event Technician Supervisor, CAM-PLEX	Recreation Program Supervisor				
Facility Supervisor	Senior HR/Risk Management Generalist				
Accounting Manager	Early Head Start Manager	111	$32.26	$40.98	$49.70
Airport Operations Supervisor	Fleet Manager		$67,106.21	$85,245.89	$103,385.57
Aquatics Manager	GIS Analyst				
Chief Appraiser	Librarian				
Correctional Health Nurse	Maintenance Technician, Master of Record				
Deputy County Attorney, Entry	Programmer Analyst				
Deputy County Clerk, Chief	Public Health Nurse, Senior				
Deputy County Treasurer, Chief	System Support Analyst				
Deputy Director, Administration	Technical Director, CAM-PLEX				
Deputy District Court Clerk, Chief	WIC Supervisor				
Deputy Assessor, Chief					
Early Childhood Manager					
Adult Treatment Court Coordinator	Parks Superintendent	112	$35.16	$44.67	$54.17
Administrative Services Manager, SO	Physical Therapist		$73,131.55	$92,904.86	$112,678.18
Building Code Official	Planner/Zoning Administrator				
Detention Sergeant	Programmer Analyst, Senior				
Director of Finance	Public Health Nurse Manager				
Director of Operations , CAM-PLEX	Recreation Superintendent				
Director of Operations, Airport	Sergeant				
Director of Sales & Marketing, CAM-PLEX	Speech Pathologist				
Golf Course Superintendent	Surveyor, Chief				
Maintenance Supervisor	System Support Analyst, Senior				
Network Support Analyst					
Occupational Therapist					
Deputy County Attorney	Facilities Manager	113	$38.68	$49.14	$59.60
Director, Juvenile Services	Health Services Manager- Detention		$80,451.07	$102,208.08	$123,965.09
Director, Rockpile Museum	Legal Advisor, Sheriff's Office				
Early Childhood Special Education Manager	Lieutenant				
Engineer, Senior	Network Support Analyst, Senior				
Environmental Services Manager	Road & Bridge Superintendent				
Captain	Information Technology Services Director	114	$42.54	$54.05	$65.56
Engineering Manager			$88,491.94	$112,423.58	$136,355.23
Deputy County Attorney, Chief	Executive Director, Library	EX	$50.20	$63.78	$77.36
Executive Director, CAM-PLEX	Executive Director, Parks & Recreation		$104,425.15	$132,663.65	$160,902.14
Executive Director, Administration	Executive Director, Public Health				
Executive Director, Airport	Executive Director, Public Works				
Executive Director, CC CDS	Executive Director, Roads & Bridges				
Executive Director, HR/Risk Management	Fire Chief				
	Undersheriff				

The following page(s) contain the backup material for Agenda Item: 10:05 Wyoming Downs Mutual Release and Settlement Agreement

*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.

MUTUAL RELEASE AND SETTLEMENT AGREEMENT

This Mutual Release and Settlement Agreement ("Agreement") is entered into by Wyoming Downs, LLC ("WD") and the Campbell County Board of Commissioners ("Commissioners") (collectively referred to as "the Parties").

RECITALS

A. WD and Commissioners are presently parties to a lawsuit captioned *Wyoming Horse Racing, LLC and Wyoming Downs, LLC, Plaintiffs v. Campbell County Board of Commissioners, a political subdivision of the State of Wyoming, Defendant,* Civil Action No. 39832, pending in the Sixth Judicial District Court Campbell County, Wyoming ("Lawsuit").

B. The Lawsuit arose out of the Commissioners' adoption of Resolution 2077, which, by its terms, "revoked and superseded" previous resolutions approving Wyoming Horse Racing, LLC and WD ("Petitioners") to conduct simulcast operations under Wyo. Stat. Ann. § 11-25-102(a)(vii)(B).

C. The Parties now agree to compromise and settle their differences, and to settle and release all claims or controversies or damages alleged in the Lawsuit, under the terms and conditions of this Agreement.

AGREEMENT

In consideration of the recitals above, incorporated herein by this reference, and the mutual promises as set forth below, the Parties agree as follows:

1. Consideration. On or before August 30, 2023, Commissioners will pay WD the gross amount of $1.85 million by check made out to Wyoming Downs, LLC.

2. General Release. The Parties agree as follows:

a. "Released Claims" mean: (i) any claim, defense or damage which was or could have been alleged by WD or Commissioners in the Lawsuit; (ii) any claim or defense which was or could be asserted between the Parties arising from the adoption and enactment of Resolution 2077; (iii) any claims WD or Commissioners may have against any current or former employee, agent, officer, director or insurer of the other, including claims against each of the Campbell County Commissioners in their individual or official capacities; and, (iv) any claim for attorneys' fees or court costs incurred in Lawsuit. Each Party, for itself and on behalf of all successors, assigns and affiliated entities, hereby waives and releases any of the Released Claims the Party may have against the other Party based on any act, omission, matter or circumstance occurring or existing prior to the Party's execution of this Agreement.

b. The Parties to this Agreement specifically acknowledge, however, that Wyoming Horse Racing, LLC is not party to this Agreement and therefore all claims or defenses asserted by or between Wyoming Horse Racing, LLC and Commissioners in the Lawsuit or relating to Resolution 2077 are excluded from the Released Claims and remain unaffected by this Agreement.

c. The releases in this Agreement extend to the Campbell County Board of Commissioners as an entity, each current or former Commissioner in their individual and official capacity, and all current and former employees, officers, agents, attorneys, representatives, insurers, and reinsurers of the Campbell County Board of Commissioners.

d. This Agreement is intended, pursuant to the advice of independently selected legal counsel, to be final and binding between and among the Parties to this Agreement,

regardless of any allegations of misrepresentations, or promises made without the intention of performance, or concealments of facts, or mistake of fact or law, or of any other circumstances whatsoever.

3. No Admission of Liability. The acceptance of the terms and conditions of this agreement does not constitute an admission of liability. Rather, it is understood that the above-mentioned payment is made solely for the purposes of compromising disputed claims between the parties in order to avoid litigation expenses and hazards, uncertainties, and costs of continuing any litigation that may be brought by either party.

4. Stipulation for Dismissal as to WD With Prejudice. The Parties authorize their counsel to sign or otherwise approve for filing the Stipulation for Dismissal with Prejudice and proposed Order attached as Exhibit A for the purpose of dismissing WD's claims and authorize counsel for WD to file such Stipulation and proposed Order as to WD. Counsel for WD shall file the Stipulation and proposed Order as to WD with the Court within five (5) weekdays of WD receipt of payment referenced in Section 1 above.

5. Attorneys' Fees and Costs. Each of the Parties shall bear their own attorneys' fees and costs associated with the Lawsuit. In the event of any subsequent litigation between the parties to enforce this Agreement or to defend any of the Released Claims, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs incurred in such subsequent litigation.

6. Indemnification for Tax Liability. If any claim, demand, or action for taxes or prior payment of taxes is asserted against Commissioners related to WD's failure to pay taxes on

the payment made pursuant to this Agreement, WD agrees to defend, indemnify, and hold the Commissioners' harmless.

7. Entire Agreement and Necessary Nature of the Agreement. This Agreement contains the entire agreement between the Parties with regard to the matters set forth herein, is deemed by Commissioners to be necessary and of a definable advantage to Campbell County, Wyoming, and shall be binding upon and inure to the benefit of both Parties' representatives, successors, assigns, and all affiliated and subsidiary entities.

8. Governing Law. The substantive laws of the State of Wyoming shall govern the validity, construction, interpretation, administration, and enforcement of this Agreement. In the event of any subsequent litigation between the parties to enforce this Agreement or defend the released Claims, the venue shall be the Sixth Judicial District Court of Wyoming, in Campbell County, Wyoming.

9. Survival and Severability. All warranties, covenants, agreements, undertakings, and releases contained herein shall survive this Agreement. If, after the date hereof, any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws in effect during the term of this Agreement, such provision shall be fully severable.

10. Modification. This Agreement shall not be modified or amended except by an instrument in writing signed by all the Parties hereto.

11. Execution and Effective Date. This Agreement shall become effective upon its execution by the Parties, and the Effective Date shall be the date of the last signature required below. This Agreement may be executed in several counterparts, each of which shall be an

original and all of which shall constitute but one and the same instrument. Copies of the executed signatures on this Agreement shall have the same force and effect as an original.

12. Authority to Execute and Compliance with Law. By executing this Agreement on behalf of one of WD or Campbell County, the person executing the Agreement warrants that he or she has been authorized to execute this Agreement by the party for whom the person executes the Agreement. The Commissioners further agree that this Agreement will be formally considered and shall be approved by the Commissioners in the manner required by Wyoming law, and that the authorization of the person executing this Agreement on behalf of the County will be recorded in the minutes of the Commission.

13. Acknowledgment by the Parties. The Parties acknowledge that they have been represented and advised by counsel through the negotiation of this Agreement and the Parties have carefully read and fully understand all the provisions of this Agreement, and are knowingly, voluntarily and of their own free will entering into this Agreement.

[REMAINDER OF PAGE BLANK]

Campbell County Board of Commissioners

_____

By: _____

Title: _____

Date: _____

Wyoming Downs, LLC

Dominic Polizzotto

Dominic Polizzotto (Aug 23, 2023 16:05 PDT)

By: Dominic Polizzotto

Title: Manager

Date: 8/23/23

EXHIBIT A

FORM OF STIPULATION FOR DISMISSAL AS TO WYOMING DOWNS, LLC WITH PREJUDICE,
AND PROPOSED ORDER

21098868_v2

final Settlement Agreement Wyoming Downs

Final Audit Report 2023-08-23

Created:	2023-08-23
By:	Traci Lacock (tracilacock@outlook.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA4drb_PgpUgiZ0PQPwLaPwSocQCu0lCn7

"final Settlement Agreement Wyoming Downs" History

Document created by Traci Lacock (tracilacock@outlook.com)
2023-08-23 - 10:35:05 PM GMT

Document emailed to Dominic Polizzotto (dominic@pilotgrovellc.com) for signature
2023-08-23 - 10:35:09 PM GMT

Email viewed by Dominic Polizzotto (dominic@pilotgrovellc.com)
2023-08-23 - 11:04:33 PM GMT

Document e-signed by Dominic Polizzotto (dominic@pilotgrovellc.com)
Signature Date: 2023-08-23 - 11:05:31 PM GMT - Time Source: server

Agreement completed.
2023-08-23 - 11:05:31 PM GMT

Adobe Acrobat Sign

The following page(s) contain the backup material for Agenda Item: 10:10 Wyoming Horse Racing Mutual Release and Settlement Agreement

*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.

MUTUAL RELEASE AND SETTLEMENT AGREEMENT

This Mutual Release and Settlement Agreement ("Agreement") is entered into by Wyoming Horse Racing, LLC ("WHR") and the Campbell County Board of Commissioners ("Commissioners") (collectively referred to as "the Parties").

RECITALS

A. WHR and Commissioners are presently parties to a lawsuit captioned *Wyoming Horse Racing, LLC and Wyoming Downs, LLC, Plaintiffs v. Campbell County Board of Commissioners, a political subdivision of the State of Wyoming, Defendant,* Civil Action No. 39832, pending in the Sixth Judicial District Court Campbell County, Wyoming ("Lawsuit").

B. The Lawsuit arose out of the Commissioners' adoption of Resolution 2077, which, by its terms, "revoked and superseded" previous resolutions approving WHR and Wyoming Downs, LLC ("Petitioners") to conduct simulcast operations under Wyo. Stat. Ann. § 11-25-102(a)(vii)(B).

C. The Parties now agree to compromise and settle their differences, and to settle and release all claims or controversies or damages alleged in the Lawsuit, under the terms and conditions of this Agreement.

AGREEMENT

In consideration of the recitals above, incorporated herein by this reference, and the mutual promises as set forth below, the Parties agree as follows:

1. Consideration.

a. On or before August 30, 2023, Commissioners will pay WHR the gross amount of $800,000.00 by check made out to Wyoming Horse Racing, LLC.

b. Commissioners agree not to enact any resolution that is inconsistent with Chapter 10 § 6(k) of the Wyoming Gaming Commission Rules & Regulations unless the Pari-Mutuel Act is amended by the Wyoming Legislature to invalidate that rule or regulation, or the rule or regulation is invalidated by the Wyoming Supreme Court.

c. Commissioners agree theywill not adopt any resolution to modify, contradict, or otherwise limit the approval stated in Resolution 1801, dated September 17, 2013, unless the Wyoming Pari-Mutuel Act is amended to abrogate the Wyoming Supreme Court's opinion in the case of *Wyoming Horse Racing, LLC, et al v. Campbell County Board of Commissioners*, 2023 WY 10.

d. Commissioners agree to consider any request by WHR for approval of additional off-track betting facilities in Campbell County through the same process and under the same criteria the Commissioners apply to all such requests, consistent with the Wyoming Pari-Mutuel Wagering Act, as in effect at the time of the application.

2. General Release. The Parties agree as follows:

a. "Released Claims" mean: (i) any claim, defense or damage which was or could have been alleged by WHR or Commissioners in the Lawsuit; (ii) any claim or defense which was or could be asserted between the Parties arising from the adoption and enactment of Resolution 2077; (iii) any claims WHR or Commissioners may have against any current or former employee, agent, officer, director or insurer of the other, including claims against each of the Campbell County Commissioners in their individual or official capacities; and, (iv) any claim for attorneys' fees or court costs incurred in Lawsuit. Each Party, for itself and on behalf of all successors, assigns and

affiliated entities, hereby waives and releases any of the Released Claims the Party may have against the other Party based on any act, omission, matter or circumstance occurring or existing prior to the Party's execution of this Agreement.

b. The Parties to this Agreement specifically acknowledge, however, that Wyoming Downs, LLC is not party to this Agreement and therefore all claims or defenses asserted by or between Wyoming Downs, LLC and Commissioners in the Lawsuit or relating to Resolution 2077 are excluded from the Released Claims and remain unaffected by this Agreement.

c. The releases in this Agreement extend to the Campbell County Board of Commissioners as an entity, each current or former Commissioner in their individual and official capacity, and all current and former employees, officers, agents, attorneys, representatives, insurers, and reinsurers of the Campbell County Board of Commissioners.

d. This Agreement is intended, pursuant to the advice of independently selected legal counsel, to be final and binding between and among the Parties to this Agreement, regardless of any allegations of misrepresentations, or promises made without the intention of performance, or concealments of facts, or mistake of fact or law, or of any other circumstances whatsoever.

3. No Admission of Liability. The acceptance of the terms and conditions of this agreement does not constitute an admission of liability. Rather, it is understood that the above-mentioned payment is made solely for the purposes of compromising disputed claims between the parties in order to avoid litigation expenses and hazards, uncertainties, and costs of continuing any litigation that may be brought by either party. Any liability is expressly denied.

4. Stipulation for Dismissal as to WHR With Prejudice. The Parties authorize their counsel to sign or otherwise approve for filing the Stipulation for Dismissal with Prejudice and proposed Order attached as Exhibit A for the purpose of dismissing WHR's claims and authorize counsel for WHR to file such Stipulation and proposed Order as to WHR. Counsel for WHR shall file the Stipulation and proposed Order as to WHR with the Court within five (5) weekdays of WHR's receipt of payment referenced in Section 1 above.

5. Attorneys' Fees and Costs. Each of the Parties shall bear their own attorneys' fees and costs associated with the Lawsuit. Should WHR prevail in any subsequent litigation to enforce this Agreement or to defend any of the Released Claims, however, it shall be entitled to recover its reasonable attorneys' fees and costs incurred in such subsequent litigation.

6. Indemnification for Tax Liability. In the event that any claim, demand or action for taxes or prior payment of taxes is asserted against Commissioners for payment of taxes on the payment made pursuant to this Agreement, WHR agrees to defend, indemnify, and hold Commissioners harmless against any and all liability, interest, penalties, and costs of defense that they may incur as a result of not withholding taxes on the monies paid to WHR.

7. Entire Agreement and Necessary Nature of the Agreement. This Agreement contains the entire agreement between the Parties with regard to the matters set forth herein, is deemed by Commissioners to be necessary and of a definable advantage to Campbell County, Wyoming, and shall be binding upon and inure to the benefit of both Parties' representatives, successors, assigns, and all affiliated and subsidiary entities.

a. The Parties specifically recognize the Wyoming Supreme Court's limitations on Commissioners' ability to enter a contract that extends beyond the term of the

current commission as articulated in *Mariano & Assoc., P.C. v. Bd. of County Comm'rs of Sublette County*, 737 P.2d 323, 331-32 (Wyo. 1987) ("*Mariano* Rule"). However, this Agreement is part of a Stipulation which ends the Lawsuit as to WHR and, as such, has the force and effect of a judicial decree. *See Exxon Corp. v. Board of County Comm'rs*, 987 P.2d 158, 166 (Wyo. 1999). Accordingly, the Parties agree that Commissioners may not, for any reason, subsequently void this Agreement unless WHR breaches the Agreement.

b. To the extent any court should nevertheless apply the *Mariano* analysis to this Agreement, however, Commissioners hereby specifically recognize that this Agreement avoids significant possible liabilities and exposure at issue in the Lawsuit and is of a definable advantage, reasonably necessary, and in the best interest of Commissioners and Campbell County, Wyoming. For these reasons, the Parties specifically intend this Agreement, despite any limitation identified in *Mariano*, to be binding upon and inure to the benefit of both Parties' representatives, successors, and assigns.

8. Governing Law. The substantive laws of the State of Wyoming shall govern the validity, construction, interpretation, administration, and enforcement of this Agreement.

9. Survival and Severability. All warranties, covenants, agreements, undertakings, and releases contained herein shall survive this Agreement. If, after the date hereof, any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws in effect during the term of this Agreement, such provision shall be fully severable.

10. Modification. This Agreement shall not be modified or amended except by an instrument in writing signed by all the Parties hereto.

11. Execution and Effective Date. This Agreement shall become effective upon its execution by the Parties, and the Effective Date shall be the date of the last signature required below. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument. Copies of the executed signatures on this Agreement shall have the same force and effect as an original.

12. Authority to Execute and Compliance with Law. By executing this Agreement on behalf of one of WHR or Campbell County, the person executing the Agreement warrants that he or she has been authorized to execute this Agreement by the party for whom the person executes the Agreement. The Commissioners further agree that this Agreement will be formally considered and shall be approved by the Commissioners in the manner required by Wyoming law, and that the authorization of the person executing this Agreement on behalf of the County will be recorded in the minutes of the Commission.

13. Acknowledgment by the Parties. The Parties acknowledge that they have been represented and advised by counsel through the negotiation of this Agreement and the Parties have carefully read and fully understand all the provisions of this Agreement, and are knowingly, voluntarily and of their own free will entering into this Agreement.

[REMAINDER OF PAGE BLANK]

Campbell County Board of Commissioners

By: _____
Title: _____
Date: _____

Wyoming Horse Racing, LLC

By: Peter M. Liddon
Title: Exec. V.P.
Date: August 17, 2023

EXHIBIT A

FORM OF STIPULATION FOR DISMISSAL AS TO WYOMING HORSE RACING, LLC WITH PREJUDICE, AND PROPOSED ORDER

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The following page(s) contain the backup material for Agenda Item: 10:45 RoaDS Economic Development Incentive Program

*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
wyoming

Department of Public Works *Matt Olsen, P.E., Director*

500 S. Gillette Avenue, Suite 1400, Gillette, WY 82716 ●307-685-8061 ● Planning/Building 307-682-1970 ●Solid Waste/Recycle 307-682-9499

MEMORANDUM

TO: Campbell County Board of Commissioners

FROM: Sam Proffer, Planner and Zoning Administrator

DATE: September 6th, 2023 Board Workshop

SUBJECT: **'RoaDS'** Economic Development Incentive Program

Dear Commissioners:

Many miles of subdivision roads are self-funded by either Improvement and Service Districts (Districts) or Homeowners Associations (HOA's). These roads are used by Fire, Police, Emergency Medical, delivery trucks, USPS, etc. Districts are preferred over HOA's because maintenance fees are placed as a tax on the property, and dissolving Districts is difficult. There are currently 55 individual Districts representing 4,388 parcels of land. Approximately 14 have dissolved over the years for various reasons.

Each year the county receives requests for District Support Grants to help maintain the roads, water systems, etc. for these Districts. HOA's are not eligible. District funding proactively contributes to public safety and the general welfare.

While Districts are the best way to fund infrastructure maintenance, they come with their own challenges including:

- District formation for new subdivisions is difficult, stifling construction & economic development
- Some smaller Districts struggle with ongoing reporting requirements and staying compliant
- Non-compliant Districts consume staff time bringing them back into compliance
- More Districts mean more District Support Grants that must be processed by staff
- Small Districts have limited purchasing power, so grant funding is not maximized
- New subdivisions connecting to existing Districts causes problems for existing District roads
- Some HOA's have expressed interest in becoming a District, but lack the resources to do so
- Current District Grant formation funding is $4,500 maximum, and has not been increased for many years, disincentivizing formation. The last two formation costs exceeded the $4,500 cap.

Per the 2022 1% tax 'Penny Power' survey, 53.9% of respondents placed funding of road maintenance as a High Priority second only to Emergency & Safety Equipment. 41.06% placed funding of Districts as a Medium Priority; however, *District* funding *held the highest weighted average score* over all categories making District support where county residents place the most emphasis on funding overall.

Campbell County
wyoming
Department of Public Works *Matt Olsen, P.E., Director*

500 S. Gillette Avenue, Suite 1400, Gillette, WY 82716 ●307-685-8061 ● Planning/Building 307-682-1970 ●Solid Waste/Recycle 307-682-9499

74% of the 2013 Comprehensive Plan survey respondents named improvement of subdivision roads a priority.[1]

To address these issues, staff proposes the '**RoaDS'** (**Ro**ad and **D**istrict **S**upport) incentive program. This is a limited time District Support Grant Creation, Merger, Expansion, and Economic Development Incentive program.

For fiscal years 2018 through 2022, the Grant fund held an average reserve balance of approximately $96,000. Based on this, staff proposes earmarking $65,000 for incentives for one calendar year ending in 2024. Staff proposes a tiered incentive program intended to be in addition to the normal grants awarded. This would not prohibit participating Districts in good standing from applying for grants as normal.

For fiscal years 2019 through 2022, the average District Support Grant was just under $7,000. Using that figure as a baseline, staff proposes to encourage creation, expansions and/or mergers based on the following tiered incentives:

For all tiers, increase formation/merger grants up from $4,500 to a standardized $6,500 **plus**:

Tier 1. $3,500 bonus for creation of a new stand-alone District. (50% of 3-year average)

Tier 2. $7,000 bonus for mergers of existing contiguous Districts in good standing (100% of 3-year average)

Tier 3. $8,750 bonus for District enlargements taking in existing HOA's, surrounding properties, (3-lots minimum), or a non-compliant contiguous District (125% of 3-year average)

Tier 4. $10,500 bonus for Districts that enlarge by taking in any proposed new Minor or Major subdivision contiguous to their existing District boundaries, or a non-contiguous District in good standing. (150% of 3-year average)

Tier 5. $12,500 bonus for Districts that enlarge by taking in any proposed new Minor or Major subdivisions non-contiguous to their existing District boundaries, or merge with any existing non-contiguous non-compliant District. (175% of 3-year average)

RoaDS incentive program benefits include:

1. Increases District purchasing power through economy of scale maximizing future grant money, increases the number of potential board members reducing the possibility of non-compliance, and reduces the number of District supports grants that must be processed by staff.

2. Invests in road maintenance and District support as desired by the citizens without additional funding

3. Promotes public safety by pro-actively encouraging road maintenance.

4. Promotes economic development by incentivizing subdivision projects which creates jobs, rewards participating Districts, and increases long-term annual tax revenues through increased property taxes. (Example: $28.7M in local income, $3.6M in taxes, and 394 local jobs for every 100 homes built each year)[2] (County median annual residential property tax: $1,468)[3]

[1] 2013 Comprehensive Plan, page 40, 'Subdivision Roads'
[2] https://www.nahb.org/-/media/NAHB/news-and-economics/docs/housing-economics/economic-impact/economic-impact-local-area-2015.pdf, accessed 2/9/2023
[3] https://www.cvalleywy.com/wyoming/ accessed 2/9/2023

RESOLUTION NO. _____

A RESOLUTION TO ADOPT THE
2023-2024 Roads and District Support Incentive Program
To Be Known as the:
RoaDS Incentive Program

WHEREAS, Campbell County developed and adopted the Chapter 5 Rules Governing the District Support Grant Program pursuant to W.S. 16-3-103 in October of 1990 which was revised in July of 2014 for the purposes of providing financial aid for the creation of new Improvement and Service Districts and to aid qualified existing Improvement and Service Districts for the necessary maintenance of subdivision infrastructure such as roads, water, sewer systems, etc., and

WHEREAS, the Campbell County Board of Commissioners recognize the need to encourage and support the self-sufficiency of subdivision infrastructure maintenance through the formation, expansion, and mergers of Improvement and Service Districts to promote the economic development, health, safety, morals and general welfare of the community, and

WHEREAS, the Campbell County Board of Commissioners wish to incentivize the creation, merger, and expansion of Improvement and Service Districts utilizing the 2023-2024 Roads and District Support Incentive Program to be known as the "RoaDS Incentive Program" as defined in Exhibit 'A' of this Resolution for a period of one (1) year beginning on July 1st, 2023 through June 30th, 2024.

THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF CAMPBELL COUNTY, THAT:

SECTION ONE. The RoaDS Incentive Program shall be administered in accordance with Chapter 5 Rules Governing the District Support Grant Program.

SECTION TWO. County Public Works Staff shall provide a year-end report within one-month of the end of the program quantifying the results .

SECTION THREE. After evaluating the year-end report the Board of County Commissioners may choose to end, continue, and/or amend the program as they deem in the best interest of Campbell County.

PASSED, APPROVED AND ADOPTED this 5th .

DRAFT

_____
Colleen Faber, Chairwoman

_____
Butch Knutson , Member

_____
Kelley McCreery, Member

_____
Del Shelstad, Member

_____
Jim Ford, Member

Attest:

_____
Cindy Lovelace, County Clerk

DRAFT

Campbell County
wyoming
Department of Public Works *Matt Olsen, P.E., Director*

500 S. Gillette Avenue, Suite 1400, Gillette, WY 82716 ●307-685-8061 ● Planning/Building 307-682-1970 ●Solid Waste/Recycle 307-682-9499

EXHIBIT 'A'

2023-2024 'ROADS' INCENTIVE PROGRAM

RESOLUTION NUMBER:

RoaDS Incentive Program Funding Schedule

District Creation / Merger / Expansion Grant: $6,500.00 Plus:

Tier 1. $3,500 bonus for creating a new District

Tier 2. $7,000 bonus for mergers of existing contiguous Districts in good standing

Tier 3. $8,750 bonus for District enlargements taking in existing contiguous subdivision HOA's, surrounding contiguous properties, (3-lots minimum), or a non-compliant contiguous District

Tier 4. $10,500 bonus for Districts that enlarge by taking in any proposed new* Minor or Major subdivision contiguous to their existing District boundaries, or a non-contiguous District in good standing.

Tier 5. $12,500 bonus for Districts that enlarge by taking in any proposed new* Minor or Major subdivisions non-contiguous to their existing District boundaries, or merge with any existing non-contiguous non-compliant District.

Incentive funds shall not be released until mergers/expansions have been approved and finalized by the Campbell County Board of Commissioners. Any mergers/expansions started at any time within the RoaDS one-year Incentive Program but not completed by the *(insert date)* 2024 program end shall have their funding allowance carried over into the following fiscal year.

*Proposed new Minor or Major subdivisions mean subdivisions that are currently under review by Campbell County but have not yet been recorded. Proof shall be provided showing that the participating District voted to merge/enlarge with the proposed new subdivision *prior* to the recordation date of the plat.

DRAFT