

INFORMATION PACKET

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Friday, July 6, 2018



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A.C.E.S.

Accountable

Communicate

Effective & Efficient

Stewards

The Grid

A working draft of Council Meeting Agendas

July 10, 2018

Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted	Beginning
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Website Refresh (Michael Szewczyk)	Information Only	20 min	4:30
I-25 Marginal - Cooperative Agreement	Direction Requested	20 min	4:50
Proposed Amendment to the FY17/2018 Annual Action Plan	Direction Requested	20 min	5:10
Plains RFP	Direction Requested	20 min	5:30
Agenda Review		20 min	5:50
Legislative Update	Direction Requested	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Approximate Ending Time			7:15

July 17, 2018

Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is not on Consent					
Pre-meeting: Executive Session Minutes - July 3 Personnel					
Approve July 3 Regular Meeting and July 3 Executive Session minutes					
Establishing a Public Hearing Date for August 7 to Authorize the Request to Apply for a Community Enhancement Grant through the Wyoming Business Council for the Lights on Hogadon Project.	C				
Building Code Amendments. 3rd reading (7 ordinances)			C		
Authorizing a Cooperative Agreement with the Wyoming Department of Transportation Poplar Street Bridge over BNSF Railroad Project. (tentative)				C	
Authorizing a Contract for Professional Services with Hein-Bond LLC, in the Amount of \$65,650.00, for the Construction Administration Services for the Materials Recycling Facility Component of the Baler Building/MRF Expansion Project.				C	
Authorizing Change Order No. 1 with Raven Industries, Inc., in the Amount of \$19,153.27 for the Casper Balerfill Closure, Geosynthetics Manufacturer Project.				C	
Accepting a Grant from the Wyoming Governor's Big Game Coalition, in the Amount of \$10,000, to be Used to Fund Russian Olive Removal and Citizen Monitoring.				C	
Authorizing a Contract for Professional Services with Edge Engineering Group, LLC, in the Amount of \$104,222, to Provide Environmental Consulting for Construction of the First Street Reach of the North Platte River Restoration Project.				C	
Authorizing a Professional Services Agreement with Thyssenkrupp Elevator, in the Amount of \$74,979.72, for the Servicing of Elevators at City of Casper Facilities.				C	
Historic Preservation - Strategic Plan (tentative)				C	
Authorizing an Amendment to the Lease Agreement between the City of Casper and the Casper Skeet Club, Inc., Regarding the Size of the Leased Premises.				C	
Contractors's Licensing Board Appointment					C

The Grid

A working draft of Council Meeting Agendas

July 24, 2018

Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted	Beginning
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
City-wide Operating Software (Michael Szewczyk)	Information Only	20 min	4:30
School Resource Officer MOU (Chief McPheeters)		20 min	4:50
CATC Route Modifications		20 min	5:10
Agenda Review		20 min	5:30
Legislative Update	Direction Requested	20 min	5:50
Council Around the Table	Information Only	45 min	6:10
Approximate Ending Time			6:55

August 7, 2018

Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Authorize the Request to Apply for a Community Enhancement Grant through the Wyoming Business Council for the Lights on Hogadon Project.		CMR			
Authorizing a Procurement Agreement with KROHNE, Inc., in the Amount of \$45,098, for the Purchase of Magnetic Flow Meters to be Installed in the Pratt, North Park, Mountain Road, and Southwest Water Booster Stations.				C	
Authorizing the Execution of an M-54 Utility License with the Wyoming Department of Transportation for the Installation of a 3-inch HDPE Casing and 1.5-inch Water Service Line to Provide Water Service to 7475 Highway 220.				C	
Authorizing an Agreement with HDR Engineering, Inc., in the Amount Not to Exceed \$75,000.00, for Water Rights/Water Supply Studies, Tasks, and Activities.				C	

August 14, 2018

Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted	Beginning
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
WAM Resolutions - Discussion/Review (Councilmember Powell)		20 min	4:30
Open Containers Downtown (Chief McPheeters)		20 min	4:50
Restorative Justice Presentation (Chief McPheeters)		20 min	5:10
		20 min	5:30
Agenda Review		20 min	5:50
Legislative Update	Direction Requested	20 min	6:10
Council Around the Table	Information Only	45 min	6:55
Approximate Ending Time			6:55

The Grid

A working draft of Council Meeting Agendas

Upcoming Work Session Agenda Items

UBER (Taxi Ordinance Change)
Spay & Neuter Code Discussion - Review of Needs
Pre-Annexation & Island Annexation
City of Casper App/Citizen Engagement
Liquor Ordinance, Part II
Demerit Point Revisions (Chief McPheeters) Alcohol Demerit Structure: What is the public position? Do you want us to be proactive like we are going or are we ok with the current state?
Dog Attacks/Bites - Penalites for Impound
Downtown Parking Study Implementation
Accepting Natrona County Hazard Mitigation Plan & Emergency Response Plan
Goodstein Lot Lease (Long Term Plan)
6th Cent Funding Study
Grant for Midwest
Bike/Pedestrian Plan Update
Innkeeper & Registration Ordinance
Soil Compaction in Residential Areas - Draft Ordinance



FY 2018 Specific Entity and One Cent Quarterly Report

Please file this form at the conclusion of the quarter. Failure to complete and send in this form could result in a denial of payment for any current or future funding.

Organization: <u>The Arc of Natrona County</u>	Program/ Event: <u>Operating Expenses</u>		
Contact Person: <u>Bethany Young</u>	Phone Number: <u>307-577-4913</u>	Date: <u>6/29/18</u>	
Please Select One:			
1 st Quarter <input type="checkbox"/>	2 nd Quarter <input type="checkbox"/>	3 rd Quarter <input type="checkbox"/>	4 th Quarter <input checked="" type="checkbox"/>

1. Mission

Please state the agency's mission/vision: The Arc of Natrona County is committed to securing for all individuals with cognitive, intellectual and developmental disabilities the opportunity to realize their goals of where and how they learn, live, work and play.

The Arc of Natrona County is further committed to reducing the incidence and limiting the consequence of intellectual, and developmental disabilities through education, research, advocacy and the support of families, friends and community.

Through the successful pursuit of equality and justice, The Arc of Natrona County will provide leadership in the field of cognitive, intellectual, and developmental disabilities, and develop necessary human and financial resources to attain its goals.

2. Financial Information

Profit and loss statement attached.

3. Program significance

- a. Our program serves:
 - Individuals with cognitive, intellectual and developmental disabilities and their families
 - Ages: birth-death
 - All races and genders
- b. Because of our services:
 - Parents/guardians can work outside of the home
 - Families get relief care
 - Our participants are able to work on different skill sets with our providers
 - Our participants are able to volunteer and get involved in our community
 - Our participants are able to be involved in services with their peers
- c. Significant trends:
 - There is always a need for services; typically more than participants are even able to receive due to staffing, funding, etc.

4. Results

- Case Management- Case Management helps assist with the application process of the waiver and is the coordination of services for individuals with special needs and their families.

- Provided 21 different home visits from March 2018- May 2018; to 7 different individuals.
- Respite Care- Relief to care for families. On-site care at The Arc, after hour care, in the participant's residence, provider's residence and within the community; while parents are not working.
 - Provided 908 billable hours
- Companion- 1 on 1 service for families either for relief or while working; includes an informal training goal. Only for individuals 18 years old and up.
 - Provided 273.75 billable hours
- Child Habilitation- Care while parents/guardians are working; includes a formal training goal.
 - Provided 467.75 billable hours
- Personal Care- 1 on 1 service for families either for relief or while working; provided only in the participant's home for individuals with more intensive care needs.
 - Provided 992 billable hours
- Adult Day Services- Adult services for anyone 21 and older; provided during the day at our Day Site or in the community; includes informal training goals.
 - Provided 2,233.25 billable hours

5. Program Results/Impacts (use bullets)

- a. Explain how much (quantity) service the program delivered
 - See above quantities of services provided per service
- b. How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.
 - Our services provided families the opportunity to work and have relief
 - Our services provided our participants community opportunities that they don't always have at home; such as volunteering and community outings for recreational purposes, exercise opportunities, art programs, cooking classes, employment services, etc. All of these outings help increase our participant's independence and help teach new skills.
 - Our services encourage and support our participants to build meaningful relationships with their peers
- c. What does your analysis of the past year's data tell you about what is happening to the impacted target population?
 - Data from our billing helps show all the families we served and all the hours that services were provided because of our care
 - Data from our billing shows how our training goals are helping our participants to grow in those individually based skills; showing a growth in independence and socialization with their peers

6. Results Analysis

- a. How could the program have worked better?
 - If we had more staff to provide those outside respite shifts we could have provided more care to individuals
- b. How will you address this?
 - The Arc will continue to offer outside shifts to current providers but typically regularly scheduled shifts are the only ones they can fill. We will continue to try hiring providers for outside services but since the hours are not regular or guaranteed it is always hard to find a solution for this problem.

7. Attendance and Participation

In order to gauge the impact that your event has had on the community, it is important that we know how many people use your program. **Please fill out the information in the box on the opposite side of this page.** If you intend to use a counting method that is not listed, then please contact Fleur Tremel in the City Manager's Office (235-8224) to inquire about pre-approval.



Attendance and Participation

Please fill in the section below as instructed on the opposite side of this page.

I can accurately count the number of people who use our program because:

- We sold tickets
- We took a turnstile count or counted people as they came in
- We conducted an organized head count
- All participants were registered
- We used sign-in sheets
- We used another method that was pre-approved by the City Manager's Office

During March 2018- May 2018 we provided services to a total of 48 participants, some who received more than one service through us during that time. We use billing sheets (similar to a sign-in sheet) that we document date and times of service on, also including everything they did while in The Arc's care.



The Arc of Natrona County

Profit & Loss

March 1 through June 1, 2018

	<u>Mar 1 - Jun 1, 18</u>
Ordinary Income/Expense	
Income	
4110.0 · United Way Allocation	6,666.68
4290.0 · Grants	12,491.75
4310.0 · Contributions	489.74
4320.0 · White Memorial	3,924.62
4410.0 · State of WY-Medicaid (Waiver)	86,322.50
4510.0 · Fundraisers	
4550.0 · Corn Maze	(446.00)
Total 4510.0 · Fundraisers	<u>(446.00)</u>
4610.0 · Membership Fees	45.00
4720.0 · Respite Fees	9,237.48
4810.0 · Interest Income	9.67
Total Income	<u>118,741.44</u>
Cost of Goods Sold	
5210.0 · Payroll Expense	73,840.90
5220.0 · Executive Director Salary	14,507.16
5620.0 · Payroll Taxes-941	6,758.60
5630.0 · Payroll Taxes-Wk Comp	2,087.85
5640.0 · Payroll Taxes-Unemployment Reim	3,166.66
5720.0 · Pension Expense	1,260.25
5790.0 · Insurance-Health	49.77
Total COGS	<u>101,671.19</u>
Gross Profit	<u>17,070.25</u>
Expense	
6110.0 · Accounting	12,510.00
6120.0 · Activity Fees	54.50
6140.0 · Advertising	299.97
6170.0 · Bank Service Charges	329.84
6310.0 · Dues & Subscriptions	267.00
6350.0 · Fines & Penalties	17.00
6360.0 · Fundraiser	(500.00)
6430.0 · Interest Expense	1,041.71
6440.0 · Internet Fees	252.15
6460.0 · Maintenance & Repairs	31.49
6470.0 · Meals	288.80
6520.0 · Mileage	777.25
6530.0 · Miscellaneous Expense	2,580.00
6660.0 · Postage	222.16
6730.0 · Rent-Other	2,750.00
6760.0 · Supplies	1,530.13
6830.0 · Telephone	395.48
6910.0 · Utilities	1,436.29
Total Expense	<u>24,283.77</u>
Net Ordinary Income	<u>(7,213.52)</u>
Net Income	<u><u>(7,213.52)</u></u>



FY 2017 Specific Entity and One Cent Quarterly Report

Please file this form at the conclusion of the quarter. Failure to complete and send in this form could result in a denial of payment for any current or future funding.

Organization: Greater Wyoming Big Brothers Big Sisters, Casper Branch
 Program/ Event: Youth Mentoring

Contact Person: Amanda Lewallen Phone Number: 307-265-2227 Date: 06/30/2018

Please Select One:

1st Quarter _____ 2nd Quarter _____ 3rd Quarter _____ 4th Quarter X

1. Mission

The mission of Big Brothers Big Sisters is to provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever.

2. Financial Information

Total Award: \$76,625

Income	FY 2018 YTD	Last Quarter 3.31.2018	Current Quarter
City of Casper	13,910.08	4,591.52	0
Expenses			
Salaries & Benefits	14,188.49	3,371.76	3,863.73
Direct Services			
Youth Activities	42.57	37.34	5.23
Criminal History Checks	120.00		120.00
Office Expenses			
Equipment			
Supplies			
Advertising & PR			
Communications	857.51	231.42	162.58
Postage			
Rent & Utilities	3,804.00	951.00	951.00
Training & Travel			
Administrative Costs			
Total Expenses	19,012.57	4,591.52	5,102.54

3. Program significance

- a. Using bullets describe the individuals who are the focus of your work and are influenced by your activities.
 - At risk youth, ages 5-18
 - At risk are identified through financial data, individual characteristics (such as socio-emotional attitudes or problem behaviors), family history, school performance and attitudes, peer relationships, and community data.
 - Families associated with at risk youth

- b. What impact did the program have on the specified target population and community?
 - Youth engaged in both one to one mentoring and afterschool activities through juvenile justice and/or prevention activities. Youth maintained positive attitudes and behaviors or improved attitudes and behaviors in the areas of social acceptance, scholastic competence, educational expectations, grades, attitudes towards risky behaviors, social acceptance, parental trust, special adult relationships, and juvenile justice.



- Youth in mentoring relationship are 46% less likely to begin using illegal drugs, 27% less likely to begin using alcohol, 52% less likely to skip school, 37% less likely to skip a class, and 33% less likely to hit someone.
 - Families are engaged in both case management and monthly activities to strengthen bonds between parent and child, as well as the family and the agency.
 - Case management allows for the individual strengths of families to be assessed and the needs of each family to be intentionally connect families with community resources.
- c. Have there been significant trends over the past months regarding your target population?

Although the significance of certain trends ebb and flow, the consistent trends that we see in our target population indicate most of our youth can be characterized by often two or more risk factors: poverty, living in disadvantaged neighborhoods, single parent homes, children being raised by extended family members, children with incarcerated parents, death of a parent, children or parent(s) diagnoses with mental illness, coming from a home with a history of substance abuse, involvement in juvenile justice system, DFS involvement, and behavioral issues.

4. Results

- a. Please describe the outcomes/outputs

Output: GWBBBS hoped to serve an additional 50 youth each year and steadily increase the number of youth and families served in the Casper area.

Outcomes: GWBBBS anticipates positive changes in youth behaviors and beliefs.

- b. Please describe the method of measurement

Using a secure, online database, GWBBBS tracks individuals served through the Agency Information Management System (AIM). The system allows for data reporting on youth and family demographics, detailed case management, and multiple pre/post survey collection and analysis. To measure youth outcomes, GWBBBS uses the Youth Outcomes Survey (YOS), researched, developed, and tested for validity by the national BBBS organization to determine youth outcomes in the areas of educational success, risk behaviors, and socio-emotional competency. It measures seven components: scholastic competency, educational expectations, grades, social acceptance, parental trust, risk avoidance, and special adult relationships. Youth complete a baseline survey upon initiation of the mentoring relationship and then annually for the duration of the mentoring relationship.

- c. Please describe the performance results

In the last quarter, 100% of youth maintained or improved in the areas of social acceptance, scholastic competency, special adult, and juvenile justice.

5. Program Results/Impacts (use bullets)

- a. Explain how much (quantity) service the program delivered
 - Since the grant award 163 new youth have been served through the programs, with 46 newly enrolled youth having been paired with mentors and 117 youth having been involved in juvenile justice or prevention programming.
 - During the quarter, three youth were newly matched with mentors, and eight new youth were served in juvenile justice or prevention programming.
 - 100% of the newly enrolled youth in mentoring matches live at or below federal poverty levels
 - 60% of newly enrolled youth in juvenile justice or prevention programming live at or below federal poverty levels.
- b. How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.

Both one to one mentoring and juvenile justice youth mentoring occurred during the quarter.

One to one mentoring activities consisted of youth and their mentors (“Bigs”) meeting about once a week to spend time together doing activities such as sports, crafts, or cooking. Case managers checked in regularly with families, youth, and volunteers to monitor both youth development and the mentoring relationship development. Staff also provided individual support to families, as well as additional training to volunteers.

The Casper Progressive Youth Program offered a wide variety of opportunities for prosocial activities this past quarter. Youth completed over 200 hours of volunteer work throughout the community. Some of these projects included: Wyoming Food for Thought Weekend Food Bags and Community Gardening, Community Baby Shower, facilitating games with residents at Life Care Center, helping Joshua’s Storehouse unload trucks of food and stocking and organizing, and helping Joshua’s Storehouse at their fundraising at the race tracks, serving as ushers at Stage III Theatre, Trails Clean-up, Safe Kids Day, and adopting, planting and maintaining a garden at the Central Wyoming Hospice.

Some prosocial and positive recreational activities that were offered this past quarter include: swimming, rock climbing, bowling, working out at YMCA, racquetball, karaoke, cooking, soccer, Jump Craze, movies, tie dying, crafts, walk along the river, hiking to the falls, picnics, football, Lake Day, floating the river, and fishing. We also had 14 youth complete their Hunter’s Education certification in May.

Family partnerships are strengthened through daily contact and collaboration with families. We work with families to determine the best ways to address youth and family needs.

Families are invited to all PY activities. We serve as an advocate, liaison, and mediator for parents and youth during activities, mentoring, attending MDT's, court hearings, and educational planning sessions with probation officers, NCSD employees, counselors, lawyers, and judges.

- c. What does your analysis of the past year's data tell you about what is happening to the impacted target population?

Data from this year's Youth Outcomes Survey (YOS) indicate that (from 4c above)

“In the last quarter, 100% of youth maintained or improved in the areas of social acceptance, scholastic competency, special adult, and juvenile justice.”

Therefore, GWBBBS feels that youth are maintaining attitudes and behaviors, or improving those attitudes and behaviors. These percentages are going to change month to month and year to year; however, these positive youth outcomes are indicative of the positive impact mentoring has on at-risk youth.

6. Results Analysis

- a. How could the program have worked better?

One of the program's challenges is the number of youth waitlisted for a Big Brother or Big Sister. Currently there are 22 youth waiting for a mentor, with a majority of youth being male.

- b. How will you address this?

GWBBBS is actively recruiting men to serve as Big Brothers. Staff reach out to local community organizations and businesses to conduct presentations. Booths are set up at local community events with information about programming and how to become involved.

7. Attendance and Participation

In order to gauge the impact that your event has had on the community, it is important that we know how many people use your program. **Please fill out the information in the box on the opposite side of this page.** If you intend to use a counting method that is not listed, then please contact Fleur Tremel in the City Manager's Office (235-8224) to inquire about pre-approval.



Attendance and Participation

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I can accurately count the number of people who use our program because:

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- All participants were registered
- We used sign-in sheets
- We used another method that was pre-approved by the City Manager's Office





CASPER-NATRONA
COUNTY HEALTH DEPARTMENT
prevent promote protect



FY 2018 Specific Entity and One Cent Quarterly Report

Please file this form at the conclusion of the quarter. Failure to complete and send in this form could result in a denial of payment for any current or future funding.

Organization: City of Casper-Natrona County Health Department Program/ Event: General Funds for Department Operations (funds many programs within our health department, details provided below) and City 1% Funding

Contact Person: Kelly N. Weidenbach, DrPH, MPH Phone Number: (307) 577-9722 Date: 06/25/2018

Please Select One:

1st Quarter 2nd Quarter 3rd Quarter **4th Quarter**

1. Mission

The City of Casper – Natrona County Health Department is committed to protecting and enhancing the public health and well-being of the Casper and Natrona County communities.

2. Financial Information

The City of Casper provides critical funding to CNCHD for basic operations. CNCHD received \$540,000 from the City of Casper for Fiscal Year 2018 (July 1, 2017 through June 30, 2018). CNCHD Programs funded by City of Casper General Funds include: Administration (\$204,884.89), Board of Health operations (\$21,050.00), Maternal and Child Health Program (\$8816.71), Disease Prevention Program (\$77,252.54), Environmental Health Program (\$204,995.86), and Health Department Building/Housekeeping (\$23,000.00). Most of the programs financially supported by the City of Casper are statutorily mandated programs that the health department must provide. CNCHD also receives funding for basic operations from a variety of other funding sources which include: County general funds, State contracts/grants, federal contracts/grants, and client fee-for-services. CNCHD also receives City 1 cent funds for the purchase of new vehicle on the order of \$22,500.00 per fiscal year through fiscal year 2019.

We provide a summary for each program supported by City of Casper general funds individually below.

Administration/Board of Health/Building Operations

Program Significance

- In FY18, the City of Casper provided \$248,934.89 (43.2% of program's operating budget) to CNCHD's Administration (includes Board of Health expenses and building expenses).
- Administration at CNCHD provides administrative and fiscal oversight to the entire health department. CNCHD's 34 staff members and the entire County population are the beneficiaries of this part of the health department.
- Administration provides strategic vision to the health department, assuring that the department plans and mitigates future public health problems.
- Responsible for planning, implementation, and coordination of all department activities.
- Responsible for workforce development of employees, which is critical in healthcare organization.
- CNCHD's Administration team is made up of 4.5 FTEs; the Executive Director, Office Manager/Bookkeeper, Department Receptionist, an Administrative Assistant and a part-time Certified Public Accountant. A fulltime administrative assistant position was added in FY18 to support several programs within the health department. This position is not funded by City funds, but is funded via state/federal contracts and fee-for-service.
- The Natrona County Board of Health is made up of 5 appointed Board members; two of which are appointed by City Council, two that are appointed by the County Commissioners, and one that is jointly appointed.

Results

- Submitted proposed budget to City and County for FY2019.
- Continued implementation of updated HIPAA policies throughout the department.
- Continued work on department-wide continuous quality improvement initiative and continuing work on internal performance management system.
- Continued workforce development on Public Health Core Competencies for all staff.
- Reviewed final air quality data for Midwest School.
- Continued work on Community Health Needs Assessment with Wyoming Medical Center.
- Continued to provide oversight over the 2017-2018 Natrona County Hepatitis A outbreak.

Outcomes and Impacts

- Quality department management
- Excellent fiduciary oversight
- Goal-oriented focus for department programs
- Efficient provision of essential public health services
- Health department that is adaptive and responsive to community needs
- Continuous quality improvement
- Movement towards national, voluntary public health accreditation

Adult Health Program

Program Significance

- In FY18, the City of Casper provided \$0 for the Adult Health Program. We have worked to make this program self-sufficient via fee-for-service.
- The Adult Health Program is devoted to assisting older adults and disabled adults in our community with maintaining their independence within their own home environment.
- A portion of this program is mandated by statute. Our Adult Health nurses conduct comprehensive functional assessments (LT101s) to determine medical necessity for services under any part of the Medicaid Waiver program. The assessment integrates physical, mental and functional needs of the client in order to determine if they are suitable for the services provided under the Medicaid Long Term Care, Assisted Living Facility, or Home and Community Based Waiver Services programs. Only public health nurses in Wyoming are qualified and trained to conduct LT101s. All local health departments are required to conduct LT101s.
- The Adult Health Program also provides medical case management for chronically-ill/disabled, older adults enrolled in the Medicaid Home and Community-Based Services Waiver program. While other for-profit, private agencies also provide these services in the Casper community, CNCHD is able to provide more sustainable and stable case management services compared to other entities. Medicaid Waiver reimburses CNCHD for the services.
- The average cost of nursing home care in Natrona County is approximately \$6,000 per month. The provision of case management services for these clients costs less than \$1,000 per month, so we are able to substantiate a large cost savings to taxpayers and to the healthcare system by focusing on preventative care in the home.
- Our Adult Health Program nurses participate in Senior Network (at UW Family Practice), Casper Care Coalition, Wyoming Dementia Care Board, Adult Protection Team, Suicide Prevention Taskforce, Natrona County Case Manager Support Group, and the City's Senior Advocacy Committee.

Results

Month	Active Waiver Clients	Case Management Visits Completed	LT101s Completed
March 2018	102	130	98
April 2018	96	111	83
May 2018	100	124	91
June 2018 (thru 6/22)	100	100	47

Outcomes and Impacts

- The Adult Health Program, through the LT101 assessments and case management services, assures that community-dwelling older and/or disabled adults are able to stay in their home longer.
- Case management improves medication adherence and compliance.
- LT101s assure that only those Medicaid patients most needing admission into long term care or assisted living are admitted and others are not, saving taxpayers money.
- Case management reduces hospitalizations and hospital readmissions.
- Case management allows for client counseling and self-management education for chronic conditions such as diabetes, chronic obstructive pulmonary disease (COPD), and heart disease.
- Case managers work closely with a client's primary care providers and other members of the client's care team to assure services needed are provided and the client is connected with the most appropriate agencies and resources.

Maternal and Child Health Program

Program Significance

- In FY18, the City of Casper provided \$8,816.71 (2.2% of program’s operating budget) to the Maternal and Child Health Program at CNCHD.
- The Maternal and Child Health Program at CNCHD and the services it provides are mandated through state statute. The program provides nurse home visitation to pregnant women before birth of child and mom/baby/family units postpartum. The program uses an evidence-informed curriculum called “Partners with a Health Baby”, which was developed by Florida State University.
- The program is legislatively mandated to reach 95% of Medicaid births in the County and 75% of all other births; however, the program is inadequately funded to have that reach.
- Home visitation programs through the Maternal and Child Health Program give pregnant women and families, particularly those considered at-risk, necessary resources and skills to raise children who are physically, socially, and emotionally healthy and ready to learn.
- Goals of the Maternal and Child Health Program include: improve maternal and child health, prevent child abuse and neglect, encourage positive parenting, and promote child development and school readiness.
- Critical activities provided by the public health nurse during home and/or office visits include: supporting preventive health and prenatal practices, assisting mothers on how best to breastfeed and care for their babies, helping parents understand child development milestones and behaviors, promoting parents’ use of praise and other positive parenting techniques, and working with mothers to set goals for the future, continue their education, and find employment and child care solutions.
- The program also facilitates the Children with Special Health Care Needs program through the Wyoming Department of Health.
- Our Maternal and Child Health nurses participate on Child Protection Team and on Natrona County Prevention Coalition’s Family and Parenting Subcommittee.

Results

MONTH	IN-PERSON HOME VISITS WITH MOM/BABY/FAMILY	PHONE CONSULTATIONS/TRIAGE HOURS	COMMUNITY OUTREACH HOURS
MARCH 2018	216	138	314
APRIL 2018	193.6	137	336
MAY 2018	223	112	298

- Maternal and Child Health program staff assisted clinic staff with influenza clinics and vaccine clinics related to the Hepatitis A outbreak.
- Maternal and Child Health program staff began planning for the Community Baby Shower, which will be held in April 2018.
- The program was able to initiate a MOU with WMC to improve care coordination and outreach.

Outcomes and Impacts

- Data recently received from Wyoming Department of Health showed that pregnant women and new moms in Natrona County had greater acuity and needs than state averages. Greater percentages of the women in Natrona County are homeless, jobless, had a partner that went to jail, had a sick family member, had someone close to them that used drugs, and other social stressors than women residing in other Wyoming Counties. Our program is specifically designed to address these issues, but the program received funding cuts in FY17.

Disease Prevention Program

Program Significance

- In FY18, the City of Casper provided \$77,252.54 to the Disease Prevention “General Clinic” program (48.1% of the program’s operating budget).
- The Disease Prevention Program at CNCHD provides tuberculosis prevention and control, travelers’ health services, immigration health services, and epidemiologic follow-up on reportable diseases and conditions.
- Tuberculosis prevention and control and epidemiologic activities are mandated by statute to the health department. Travelers’ health services and immigration health services are not mandated programs, but are self-sufficient/fee-for-service based activities.
- Tuberculosis prevention and control activities include tuberculosis screening for high-risk individuals and for healthcare and daycare workers. Tuberculosis screening is conducted via Mantoux skin tests (PPD). Persons testing positive for tuberculosis screening tests are assessed for active disease. If no active disease exists, patients are termed cases of latent tuberculosis infection (LTBI). LTBI cases must receive treatment for at least six months to clear the latent infection. Our Disease Prevention clinic nurses provide medical case management and treatment follow-up to all cases of LTBI in Natrona County. Patients found with active tuberculosis infections are referred to Rocky Mountain Infectious Disease for treatment, as treatment can be complicated by patient’s health history and/or drug-resistance.
- The health department is responsible for investigating and controlling outbreaks of infectious disease. Often these investigations entail epidemiologic interviews of ill persons, tracking of laboratory results, coordination with healthcare providers/labs/state health department/school authorities/daycares, etc. Often, we are asked to investigate “suspected” cases of reportable illness to find that the ill person is not infected with the disease suspected. These activities can be incredibly time-consuming and resource intense.

Results

- We currently have 4 cases of LTBI in our LTBI case management program who are undergoing treatment for this infection. This number fluctuates as patients complete treatment and as newly identified LTBI cases are enrolled. Three previous LTBI case management patients completed treatment in this quarter.
- During the quarter, we provided 171 tuberculosis screenings with 122 PPDs placed. We provided 36 traveler’s health evaluations and 12 immigration physicals.
- We are currently providing medical case management to 42 persons living with HIV through the state’s Ryan White program.
- We implemented a new clinical protocol for HIV Pre-exposure prophylaxis and have clients enrolled in the program.
- We are tracking and implementing control measures to control the ongoing outbreak of Hepatitis A in the community.

Program Results/Impacts

- Healthcare workers, daycare workers, and other individuals who are at high-risk for tuberculosis infection were provided essential screening so that they could be employed.
- Citizens of Natrona County who travel abroad were provided education, vaccines, and medication to protect them while they traveled.
- No new cases of active tuberculosis were detected in Natrona County and individuals with latent tuberculosis infection were managed and treated so that their infection does not develop into active infection. These outbreaks occurred in schools, daycares, long term care facilities, and food establishments.
- Outbreaks and clusters of unusual illness were detected and mitigated through epidemiologic intervention.

Immunization Program

Program Significance

- In FY18, the City of Casper provided \$0 to the Immunization Program.
- This program is mandated by statute. The health department must provide this program.
- The Immunization Program at CNCHD participates in all of the state-sponsored immunization programs including Vaccines for Children (VFC), Wyoming Vaccinates Very Important People (WyVIP), Vaccines for Uninsured Adults (VUA), and the Adult Hepatitis Vaccine (AHV) programs.
- Vaccines save lives and prevent disability. Vaccine-preventable diseases can be serious, may require hospitalization, or may even be deadly especially in infants and young children.
- CNCHD promotes CDC Vaccination Schedules, which are evidence-based.

Results

Vaccines Administered to Children and Adults, October 1, 2017 through February 28, 2018

Vaccine	# administered to children	# administered to adults
Pediarix (DTaP/Hep B/IPV)	11	-
Influenza	8	19
Haemophilus influenza	10	2
TDaP	66	95
DTaP and IPV	4	-
Hepatitis B	7	43
HPV9	19	12
Rotavirus	3	-
TD	4	16
PCV13	14	3
Meningococcal	9	5
MMR	5	20
DTaP	8	-
Hepatitis A	6	297
IPV	10	6
Varicella	6	14
HPV4	-	-
Typhoid	4	28
Rabies pre-exposure prophylaxis	-	-
Hepatitis A/Hepatitis B	-	146
Yellow Fever	-	0
Shingles	-	5
PPV23	0	8
TOTALS	194	719

Outcomes and Impacts

- We are continuing to implement control measures for the unprecedented outbreak of Hepatitis A infections in the Natrona County community and have to utilize a large amount of staff resources to respond to the outbreak. Our activities have included case contact tracing, epidemiologic interviewing of cases, vaccination of contacts, including large numbers of NCDIC inmates and staff and other high risk institutions.
- County-level vaccination rates are not readily available, as this is tracked at the state level.

Environmental Health Program

Program Significance

- In FY17, the City of Casper provided \$204,995.86 (43.1% of operating budget) to the Environmental Health Program.
- This program is mandated for local health departments.
- The Environmental Health Program is responsible for inspection services and regulatory oversight of food service, pools/spas, campgrounds, commercial lodging, daycares, and tattoo/body art facilities.
- CNCHD adopted the most recent version of the Wyoming Food Safety Rule in 2013. We work closely with the Wyoming Department of Agriculture Consumer Health Services Division to enforce food safety regulations.
- CNCHD adopted state regulations for pools, spas, and aquatic facilities and we collaborate with the Wyoming Department of Agriculture on assuring the safety of recreational water facilities in Natrona County.
- For daycare inspections, our staff work cooperatively with the local fire department and Wyoming Department of Family Services to conduct health and safety inspections of all licensed daycare facilities in Natrona County. Our inspections include site reviews that ensure compliance with minimum health, safety, and sanitation requirements.
- We have county-level regulations for campgrounds, commercial lodging, and tattoo/body art facilities.
- Through a delegation agreement with Wyoming Department of Environmental Quality, CNCHD has authority to enforce wastewater regulations for Natrona County. These regulations aim at reducing opportunities for the transmission of waterborne illness through sewage and wastewater contamination into well systems or other sources. The department is responsible for reviewing and permitting new wastewater systems, overseeing repairs to existing systems, upgrades/expansions of existing systems. Our inspections examine sizing criteria, minimum setback requirements, approved appliances for systems with <2,000 gallons per day capacities.
- The Environmental Health program also conducts routine epidemiologic investigations of reportable foodborne or waterborne illnesses and assists with outbreak/cluster investigations when necessary.

Results

- From March 1, 2018 through June 25, 2018, the Environmental Health Program conducted a total of 398 health inspection visits (tattoo/body art inspections: 6; daycare facility inspections: 33; food establishments: 284; food service site plan reviews: 4; lodging inspections: 10; and swimming pool/spas: 60). These counts include repeat visits for follow-up on violations. During the same time period, we issued 10 new septic permits, issued permits for 8 replacement systems, and conducted 51 field site visits for wastewater systems in the county.
- During the quarter, we completed 8 epidemiologic investigations on single cases of sporadic foodborne/waterborne diseases. Environmental health staff have played important role in responding to ongoing outbreak of Hepatitis A.
- All inspection reports conducted by CNCHD are now made available to the public via our website at www.casperpublichealth.org and clicking on Licensing and Inspection Services.
- Environmental Health staff are working with City GIS and Casper College to link septic permits to properties with the goal of making septic permits more accessible to the public.
- Temporary food service inspections (n=17) were conducted for a host of summer events around the city, including the NIC Fest, Art Walks, Food Truck Fridays.

Outcomes and Impacts

- Natrona County has one of the lowest rates of reportable foodborne illness in Wyoming due to its robust and locally-controlled inspection programs. The incidence of foodborne and waterborne disease outbreaks in Natrona County is lower than the state average.

City 1% Funds

CNCHD requested City 1% Funds for the provision of four new motor vehicles (one per fiscal year) to update and replace our aging vehicles. Over the past three fiscal years, we have purchased three Subaru Forresters, and plan to purchase one more in the upcoming fiscal year.

- New vehicle was purchased in July 2017 (FY18).
- We plan to purchase a new vehicle in FY19 with 1% funds.





FY 2018 Specific Entity and One Cent Quarterly Report

Please file this form at the conclusion of the quarter. Failure to complete and send in this form could result in a denial of payment for any current or future funding.

Organization: <u>Children's Advocacy Project</u>	Program/ Event: <u>Forensic Interview Services</u>	
Contact Person: <u>Stacy M. Nelson</u>	Phone Number: <u>307-232-0159</u>	Date: <u>July 2, 2018</u>
Please Select One:		
1 st Quarter	2 nd Quarter	4 th Quarter <u>March 24, 2018-June 30, 2018</u>

1. Mission

- The Children's Advocacy Project is a team of committed agencies and individuals who work together to provide coordinated forensic and comprehensive services for alleged victims of child abuse and neglect in order to minimize trauma to children, to break the cycle of abuse and to foster a more effective community response to child maltreatment.

2. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this event. **Please include the amount you were allocated from One Cent funding or General Fund Agency funding.**

- The City of Casper allocated the following amount:
 - \$40,000 for FY 2018

Please see the attached most recent board reviewed financial statements as of May 31, 2018.

3. Program significance

- a. Using bullets describe the individuals who are the focus of your work and are influenced by your activities.
 - Children up to 18 years of age who are victims of physical, sexual and/or emotional abuse.
 - Non-offending family members of abuse victims
 - Child witnesses of abuse
 - Adult over the age of 18 with disabilities
- b. What impact did the program have on the specified target population and community?
 - CAP forensic interviews provide the opportunity for children to feel empowered to tell their story in a safe, child friendly environment with forensic interviewers who are trained to facilitate the process at a developmentally appropriate level for the child.
 - The CAP forensic interview process results in the child telling their story one time, which minimizes trauma to the child.
 - The forensic interviews conducted by CAP assisted law enforcement and the Department of Family Services from Casper and other counties within the

- state to further the investigations of alleged abuse situations involving children.
 - CAP assisted victims and non-offending family members by providing counseling and referral for needed services within the community.
- c. Have there been significant trends over the past months regarding your target population?
There have been no significant trends in the last three months.

4. Results

- a. Please describe the outcomes/outputs

OUTPUTS:

Forensic Interviews:

- CAP facilitated 75 forensic interviews from March 24, 2018-June 30, 2018; 49 of which were for children in Natrona County
 - Breakdown of allegations:
 - Sexual Abuse: 54
 - Physical Abuse: 11
 - Neglect: 1
 - Witness to Physical Abuse: 2
 - Witness to Sexual Abuse: 4
 - Drug Endangered
 - Witness to Homicide
 - Witness to Domestic Violence: 3
- # Therapeutic Counseling Sessions Provided:
 - 180 sessions from March 24, 2018-June 30, 2018

OUTCOMES:

- CAP provided forensic interviews to children who may have been witness to violence or who were alleged to be victims of physical and/or sexual abuse.
 - CAP therapists provided individual therapy to children who have experienced trauma and provided counseling and/or referral to non-offending families members in an effort to help them deal with the trauma they may have experienced.
- b. Please describe the method of measurement
CAP maintains statistical data regarding each case to include:
- number of forensic interviews held
 - demographic information of victim including age, gender, race
 - demographic information of suspect including age, gender, relationship to the victim
 - Law Enforcement agency and county leading investigation
 - DFS worker involved
 - Information is also maintained regarding the status of the case. This information is updated, compiled and maintained to provide monthly and annual data.
- c. Please describe the performance results

- CAP provided forensic interviews to alleged child victims and witnesses of abuse for children living in Natrona County and other surrounding counties.
- Forensic interviews often resulted in substantiating the initial report, providing enough information to formally charge the suspect or providing additional information to reinforce law enforcement's continued investigation. Occasionally, the interviews have resulted in additional suspects being identified as well.
- Although there are many times there are no criminal charges filed, there are occasions when families agree to participate in a case plan with the Department of Family Services, which can improve safety for the child.
- It should be noted the success of CAP and the forensic interview cannot be gauged on the status of criminal charges being filed. The most important aspect of the interview is to minimize the trauma for the child during the investigation process.

5. Program Results/Impacts (use bullets)

- Explain how much (quantity) service the program delivered
 - CAP provided a total of 75 forensic interviews March 24-June 30, 2018.
 - CAP provided a total of 180 individual therapy sessions to children at no cost to the family from March 24-June 30, 2018.
- How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.
 - CAP provided forensic interviews to alleged child victims and witnesses of abuse for children living in Natrona County and other surrounding counties in an effort to minimize the trauma. Because this process reduces the number of times a child has to tell their story, the trauma associated with telling their story is reduced significantly.
 - These interviews often resulted in substantiating the initial report, providing enough information to formally charge the suspect or providing additional information to reinforce law enforcement's continued investigation. Occasionally, the interviews have resulted in additional suspects being identified as well.
 - Therapeutic services assist the clients and families with learning how to handle the trauma they have faced.
 - Providing a child the opportunity to feel empowered and safe to tell their story lessens the trauma associated with abuse.
- What does your analysis of the past year's data tell you about what is happening to the impacted target population?
 - Data indicates child physical and sexual abuse and domestic violence is not decreasing. Prevent Child Abuse Wyoming reports indicate that in 2015, the number of **substantiated victims of child maltreatment increased by twenty (20) percent** in Wyoming as compared to 2014. (2016 report not yet available). Law enforcement has increased their requests to CAP to conduct

interviews, which is an indication that CAP services are vital to our community.

- Education related to sexual abuse continues to be lacking among many of the victims and the families served at CAP. CAP intends to send a staff member to Darkness to Light, Stewards of Children Facilitator Training to update the training and continue to provide the education to the community.

6. Results Analysis

- a. How could the program have worked better?
CAP has received positive feedback regarding the forensic interviews and therapy services. CAP would like to reach more community members to provide education related to abuse.
- b. How will you address this?
CAP has sent one employee to Darkness to Light, Stewards of Children Facilitator Training in June 2018 as planned. CAP intends to train additional staff in the upcoming year in order to expand efforts to increase community education currently provided.

7. Attendance and Participation

In order to gauge the impact that your event has had on the community, it is important that we know how many people use your program. **Please fill out the information in the box on the opposite side of this page.** If you intend to use a counting method that is not listed, then please contact Fleur Tremel in the City Manager's Office (235-8224) to inquire about pre-approval.

Attendance and Participation

Please fill in the section below as instructed on the opposite side of this page.

I can accurately count the number of people who use our program because:

- We sold tickets
- We took a turnstile count or counted people as they came in
- We conducted an organized head count
- All participants were registered
- We used sign-in sheets—All client's guardians must complete an intake prior to a forensic interview or any other services for which they are engaging
- We used another method that was pre-approved by the City Manager's Office



CHILDREN'S ADVOCACY PROJECT, INC.
Statements of Activites
For the Eleven Months Ended May 31, 2018 and 2017

	Jul '17 - May 18	Jul '16 - May 17
Ordinary Income/Expense		
Income		
4500 · Grant Income		
4520 · Federal grants	102,374.22	107,031.14
4530 · State grants	557.07	0.00
4540 · Local government grants	138,659.72	123,878.00
4545 · Foundation Grant	119,250.00	94,400.00
4500 · Grant Income - Other	6,837.12	0.00
Total 4500 · Grant Income	367,678.13	325,309.14
4000 · Contributed support		
4550 · Donations	63,285.49	8,973.56
Total 4000 · Contributed support	63,285.49	8,973.56
4560 · Program Income		
4560.1 · General Program Income	402.70	1,998.70
4560.2 · Head Start Program Income	5,336.95	11,684.08
4560.3 · Forensic Interviews	25,400.00	24,500.00
4560.4 · Counseling Income	25,554.50	45,853.95
4560.5 · Miscellaneous Program Income	124.75	15.00
Total 4560 · Program Income	56,818.90	84,051.73
4565 · United Way Contribution	8,618.77	16,666.63
4570 · Fundraising Income	67,953.85	65,670.79
4575 · Misc Income	1,750.00	0.00
Total Income	566,105.14	500,671.85
Gross Profit	566,105.14	500,671.85
Expense		
5000 · Personnel Expenses		
5775 · Executive Director	65,348.09	57,500.00
5777 · Therapist/Forensic Interviewer		
5777.1 · Therapist / FI - Clark	0.00	26,095.05
5777.2 · Therapist / FI - Bartle	44,934.50	45,539.99
5777.3 · Therapist / FI - Hite	35,557.19	37,944.68
Total 5777 · Therapist/Forensic Interviewer	80,491.69	109,579.72
5783 · Child Advocate	35,511.17	33,090.64
5784 · Office Manager	34,849.16	31,942.24
5811 · SS/Medicare Expense	16,362.55	19,052.12
5813 · SUTA Expense	1,380.35	568.83
5821 · Health Insurance	30,194.95	31,522.88
5826 · Worker's Comp Expense	1,831.32	2,471.45
5831 · Pension	19,804.22	19,427.90
5835 · Prof. Devel./Registr Fees	2,089.00	3,790.68
5845 · Dues & Memberships - Personnel	835.00	4,619.30
5855 · Meetings	491.08	271.86
5858 · Professional Development	605.78	1,115.88
5860 · Travel Expense	13,116.09	6,698.86
5000 · Personnel Expenses - Other	(1,646.07)	(7,238.16)
Total 5000 · Personnel Expenses	301,264.38	314,414.20

CHILDREN'S ADVOCACY PROJECT, INC.
Statements of Activities
For the Eleven Months Ended May 31, 2018 and 2017

	Jul '17 - May 18	Jul '16 - May 17
6000 · Administrative Expenses		
6050 · Depreciation Expense	1,219.57	1,219.57
6100 · Dues & Memberships - Admin	2,267.00	0.00
6110 · Equipment Rental	1,484.57	1,984.32
6115 · Equipment Maintenance	322.50	1,141.25
6120 · Telephone/Internet	2,884.03	1,785.07
6130 · Postage	637.76	758.94
6160 · Library/Books/Subscriptions	436.20	0.00
6171 · Professional Promotion	960.00	0.00
6172 · Website Design	70.00	508.75
6190 · Printing	984.55	1,578.93
6305 · Computer Software	229.95	1,499.00
6310 · Audit/Accounting Services	14,650.00	16,150.00
6320 · Legal Services	1,812.50	5,133.72
6400 · Supplies	3,672.30	2,306.48
6440 · Other Admin Expense	72.51	493.16
6450 · Misc Expense	0.00	745.80
6000 · Administrative Expenses - Other	150.00	0.00
Total 6000 · Administrative Expenses	31,853.44	35,304.99
6125 · Fundraising Expenses		
6125.01 · Advertising	0.00	1,503.67
6125.02 · Bank Service Charges	1,668.99	0.00
6125.04 · Catering	6,255.00	2,013.20
6125.05 · Donation Matching	0.00	1,046.99
6125.08 · Entertainment	450.00	300.00
6125.10 · Miscellaneous	879.62	8,347.16
6125.15 · Postage and Mailing	83.62	19.96
6125.20 · Venue Rental	1,000.00	2,000.00
6125 · Fundraising Expenses - Other	9,568.18	0.00
Total 6125 · Fundraising Expenses	19,905.41	15,230.98
7000 · Other Personnel Expenses		
7050 · Patient Education	0.00	12.34
7070 · Contractual Employee		
7070.2 · Marketing & Development	5,457.63	21,430.00
7070.3 · Education & Outreach	18,115.70	13,095.00
7070.4 · Forensic Interviewer	34,609.00	20,272.50
7070 · Contractual Employee - Other	2,915.00	2,915.00
Total 7070 · Contractual Employee	61,097.33	57,712.50
7072 · Contract Provider Prof. Dev.	2,000.00	0.00
7073 · Contract Provider Travel	0.00	1,351.42
7200 · Contract Labor - Lobbyist	10,570.00	0.00
Total 7000 · Other Personnel Expenses	73,667.33	59,076.26
7500 · Occupancy Expenses		
7541 · Water	975.14	917.41
7542 · Electricity	1,730.34	1,728.16
7543 · Waste Disposal	0.00	52.00
7544 · Gas/Other Utilities	911.07	886.29
7560 · Housekeeping/Maintenance	585.63	669.97
7580 · Insurance	7,343.92	5,411.21
Total 7500 · Occupancy Expenses	11,546.10	9,665.04
Total Expense	438,236.66	433,691.47
Net Ordinary Income	127,868.48	66,980.38

CHILDREN'S ADVOCACY PROJECT, INC.
Statements of Activities
For the Eleven Months Ended May 31, 2018 and 2017

	<u>Jul '17 - May 18</u>	<u>Jul '16 - May 17</u>
Other Income/Expense		
Other Income		
9500 · Interest Income	4,396.99	3,406.43
9550 · Gain (Loss) on Investments	6,536.06	17,013.72
Total Other Income	10,933.05	20,420.15
Other Expense		
9700 · Investment Expense	1,432.99	2,075.37
Total Other Expense	1,432.99	2,075.37
Net Other Income	9,500.06	18,344.78
Net Income	<u>137,368.54</u>	<u>85,325.16</u>



FY 2018 Specific Entity and One Cent Quarterly Report

Please file this form at the conclusion of the quarter. Failure to complete and send in this form could result in a denial of payment for any current or future funding.

Organization: <u>Casper Climb Wyoming</u>	Program/ Event: <u>Training and Placing Low-Income Single Mothers in Careers that Support their Families</u>		
Contact Person: <u>Lesha Thorvaldson</u>	Phone Number: <u>307-262-7791</u>	Date: <u>June 26, 2018</u>	
Please Select One:			
1 st Quarter _____	2 nd Quarter <input checked="" type="checkbox"/>	3 rd Quarter _____	4 th Quarter _____

1. Mission

Please state the agency's mission/vision:

The Casper Climb mission is for low-income single mothers to discover self-sufficiency through career training and placement. Casper Climb's vision is to initiate self-awareness. Climb believes that all growth -- personal, professional and global -- starts with self-awareness. Being aware of your strengths and weaknesses as an individual allows you to discover your full potential in life and gaining that same awareness as an organization opens the door to make a bigger impact. As we hone this skill, we can engage in more meaningful conversations that ultimately lead us to enduring, systemic change. Together, this is how we make the world a better place. Together, this is how we end generational poverty.

2. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this event. **Please include the amount you were allocated from One Cent funding or General Fund Agency funding.**

The summary of the revenue and expenses through May 31, 2018 is attached. The financials for June 2018 are in the process of being finalized.

3. Program significance

a. Using bullets describe the individuals who are the focus of your work and are influenced by your activities.

- Casper Climb is improving the economic conditions of single mothers and children who live at 185% of poverty and below.
- The average participant age is 28 with an average of 2 children.
- Over half (52%) of participants are unemployed when they come to Climb. Of the 48% who are employed, the average monthly wage income is \$1,083 and they are often working more than one job.
- Casper Climb focuses specifically on the high risk and high need category of families led by single mothers with dependent children. According to the U.S.

Census Bureau (2015), 45% of single mother families with children under age 18 live below the poverty level in Casper.

- Climb does not discriminate on race or ethnicity and serves a diverse population.
- Almost a quarter of participants report moving three or more times in the past year, and almost half have changed jobs more than three times in a year, creating significant barriers to success
- Poverty causes toxic stress for adults significantly limiting their cognitive bandwidth - similar to a decrease in 13 IQ points (Nature, March 2015).

b. What impact did the program have on the specified target population and community?

Due to community need for entry level office administration, Climb most recently offered a generalized Office Careers training without specific specializations to provide more job placement opportunities. The training included computer skills, external and internal customer service, typing, operating small business machines, professionalism and a bookkeeping component. Casper Climb graduated 100% of the 10 participants that have 19 kids on April 25, 2018. Participants are currently being placed in long-term careers. Those that have been placed have a wage of over \$13/hour at Hilltop National Bank, GW Mechanical, Casper Children's Center, WY Department of Family Services.

Before Climb, some of these single moms were so discouraged and felt like they couldn't even get a job interview. Their confidence was low, and they just didn't expect to win at anything. In response, the training was very strength-focused, so that they could focus on the qualities they have that will be an asset in the workplace. As a result, the women felt so much more willing to be their true selves by the end of the program. They were more confident, more positive, more trusting, and more accepting of who they are. They can now see a brighter future for themselves and their family.

In the words of Courtney, a program participant, **"I am becoming a person who is not so worried about the future and is finally moving forward. I'm not stuck anymore."**

Along with specialized job training, the Climb program provides all the participants with life skills trainings in topics such as parenting skills, work place professionalism, financial literacy, healthy and safe relationships, child support, food and nutrition and more to ensure success both at home and at work. The Climb program also provides group and individual mental health counseling to address issues and barriers that may interfere with success at home and at work.

In addition, 30 Casper Climb graduates were supported through Climb graduate services during the period April through June which include networking opportunities, advice on updating resumes, and support for pursuing additional education.

c. Have there been significant trends over the past months regarding your target population?

The Casper site is seeing more and more candidates without a GED than in the past. In Casper, the lack of a GED increases the challenges of securing a job for the participant. Climb can work with participants to help secure the GED.

4. Results

a. Please describe the outcomes/outputs

- 100% of Casper Climb participants completed the Office Careers successfully.
- The placements for the Office Careers program have an average hourly starting wage at over \$13 per hour.
- 70% of Casper Climb graduates contacted were employed 24-months post program since 2004.
- 70% of Casper Climb graduates show a decrease in their dependence on food stamps 2 years post program.
- Climb recently commenced a Certified Nursing Assistant training with Casper College serving 10 moms. Graduation is expected in August.

b. Please describe the method of measurement

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. Climb collects food stamp and childcare data from the Wyoming Department of Family Services. Climb stores this data in its secure participant database.

c. Please describe the performance results

Beyond the statistical performance results listed above, the best impact is often told through the participants.

Mara (name changed for anonymity) was a participant who tried coming to apply for multiple programs prior to the one she attended. She even tried to talk herself out of coming this time but her mother encouraged her to come. She said in the beginning of the program that nothing good ever happened for her. Mandy let her past choices define her current self and future self and worried that employers would to. After getting some great feedback in mock interviews she decided her past was her past and she needed to leave it there. She was judging herself and because of that others were too. The dark cloud that had been following Mandy is now gone. She holds her head high with a smile on her face. She got her "dream job" at the Department of Family Services and has a positive outlook every day. Her good performance and work is being recognized by her supervisor and her co-workers. She is happy to be able to be the friendly person behind the glass when other people down on their luck come in and she can help them.

Casper Climb is committed to networking within the community and has established an effective public awareness program to provide community contacts with a continuous information source about programs and services. Climb collaborates with organizations and individuals for participant referrals, specialized services to Climb program participants, life-skills instruction, industry research and job placement. For example, partners in the current training include Casper College and the instructor is Rashel Rodrick.

5. Program Results/Impacts (use bullets)

- a. Explain how much (quantity) service the program delivered
 - From April 2018 through June 2018 Casper Climb graduated 10 participants from an Office Careers training program and commenced a Certified Nursing Assistant program serving 10 moms.
 - During this period, Climb continued to serve moms from prior programs.
 - During this 3-month period, 30 Casper Climb graduates were supported through Climb graduate services which include networking opportunities, advice on updating resumes, and support for pursuing additional education.
- b. How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.
 - In addition to job skills, all participants were provided life skills classes including parenting, communication skills, conflict resolution, nutrition, budgeting, finances and self-care.
 - The participants show gains in executive functioning skills that impact their ability to problem solve, set goals, regulate emotions and engage in long-term planning.
 - Providing therapeutic support and parenting classes to single mothers in poverty may provide a lifetime of benefits for the children, offsetting some of the negative effects on brain anatomy that can be found in poor children.
- c. What does your analysis of the past year's data tell you about what is happening to the impacted target population?
 - The Casper Climb site works hard to determine which type of training it will offer next. After thorough industry research, Climb staff determined a need for jobs in office settings and nursing positions. Casper Climb is researching a non-traditional training for the spring 2019.
 - The moms are not only finding success right at graduation but more notably are maintaining employment 24-months post program while often no longer needing public assistance like food stamps. These results speak to the comprehensive nature of the program including life skills training and therapeutic support that allow the participants to overcome barriers to success for the long-term.
 - Intentionally working with groups of women during the program to allow participants an opportunity to engage with their peers, practice self-regulation and develop relationships that create support networks outside of the Climb program.

6. Results Analysis

- a. How could the program have worked better?

Though the latest Office Careers program was successful, Climb participants are continuing to be met with strong competition for current jobs. Climb moms have the added challenge of having less experience than other candidates. One employer told Climb that they had almost 300 applicants for a receptionist/office manager position.

- b. How will you address this?

It is important to Climb staff to keep the moms engaged during the interview period time. Climb works diligently with the moms to ensure they continue to participate in

the job placement process and with employers to get moms into positions as soon as possible. Due to the competitive local economy, Climb decided to run the current CNA training where there is continued local demand for employees.

7. Attendance and Participation

In order to gauge the impact that your event has had on the community, it is important that we know how many people use your program. **Please fill out the information in the box on the opposite side of this page.** If you intend to use a counting method that is not listed, then please contact Fleur Tremel in the City Manager's Office (235-8224) to inquire about pre-approval.



Attendance and Participation

Please fill in the section below as instructed on the opposite side of this page.

I can accurately count the number of people who use our program because:

- We sold tickets
- We took a turnstile count or counted people as they came in
- We conducted an organized head count
- All participants were registered
- We used sign-in sheets
- We used another method that was pre-approved by the City Manager's Office

Climb Wyoming
1001 W. 31st St. Cheyenne, WY 82001

	Total Casper Expenses 7/1/2015 - 5/31/2018	City of Casper 7/1/2015 - 5/31/2018
Climb Revenue		
Government Grants	\$1,580,986.21	\$119,477.25
Fundraising	\$528,210.18	\$0.00
Total Climb Revenue	\$2,109,196.39	\$119,477.25
Climb Expenses		
Personnel	\$877,035.69	\$46,329.62
Tuition	\$68,025.80	\$0.00
Job Placement Phase of Climb	\$169,309.26	\$11,028.69
Facilities	\$189,960.43	\$8,260.22
Incentives	\$64,825.00	\$6,150.00
Staff Development, Training & Recognition	\$45,927.65	\$10,923.31
Mental Health Provider	\$273,675.00	\$7,400.00
Recruitment & Professional Networking	\$70,473.09	\$5,944.59
Office Supplies & Equipment	\$26,433.89	\$2,752.71
Life Skills and Other Training Expenses	\$50,916.88	\$11,501.98
Information Technology Services	\$13,156.73	\$602.34
Fundraising	\$7,788.23	\$191.58
Non-profit Consultants	\$4,115.04	\$1,140.00
Travel (Staff & Participants)	\$16,448.59	\$3,711.01
Accountant, Auditor, and Legal Services	\$48.57	\$0.00
Graduate Services	\$9,514.53	\$3,540.91
Liability Insurance	\$58.26	\$0.29
Total Climb Expenses	\$1,887,712.64	\$119,477.25

COMMERCIAL AIR SERVICE IMPROVEMENT PLAN MEETING JULY 12, RIVERTON



7-8:15 a.m.:

Community Outreach
Breakfast sponsored
by the Fremont Air
Service Team

8:30 a.m.:

Commercial Air
Service Improvement
Council Meeting



Where: Central
Wyoming College,
2300 Peck Ave.,
Intertribal
Education
& Community
Center,
Room 125,
Riverton





TAXING ISSUES

WYOMING DEPARTMENT OF REVENUE

Vol. 21 Quarter 2

Excise Tax Division

June 2018

*Excise Tax Division Newsletter
Herschler Building
122 W. 25th Street
Cheyenne, WY 82002-0110*

Director

Daniel W. Noble

Staff

Kim E. Lovett, Administrator

*Donna Campbell, Vendor Operations
Manager*

*Terri Lucero, Education & Taxability
Manager*

Phone (307) 777-5200

FAX (307) 777-3632

**Internet Address:
<http://revenue.wyo.gov>**

In This Issue:

- **Tax Rate Changes**
- **Important Information for Tobacco Retailers**
- **Sheridan Field Office Location**
- **Cheyenne Office Location**
- **Business Inventory**
- **Filing Returns**
- **Educational on-site Seminars**

This publication is not an official taxability ruling. Your specific facts must be reviewed in detail before we can make official taxability rulings. Please direct your written inquiries for such rulings to the department at the address or fax number listed above. Or e-mail your inquiry to: dor_taxability@wyo.gov Please be sure to include all pertinent facts in your inquiry. We will respond with written guidance for your particular business transactions.

Tax Rate Changes:

Present:

Effective July 1, 2018 there will be no sales, use or lodging tax rate changes.

Future:

Future Tax Rate Changes:

Pursuant to W.S. 39-15-207(c) and 39-16-207(c) notice is given of the following future tax rate changes.

Effective with the tax return quarter beginning October 1, 2018 there will be the following sales, use, and lodging tax rate changes in Wyoming.

- Effective October 1, 2018 the sales/use tax rate in Carbon County will decrease to 5% as the Specific Purpose Option Tax will be collected. The combined sales/use and lodging tax rate for Carbon County effective October 1, 2018 will be 7%.

It is prudent to periodically check DOR's website for notices of tax rate changes. It is possible to have additional rate changes effective October 1, 2018, as the Department might not receive all notifications prior to the printing of this publication. Access our tax rate charts on line at <http://revenue.wyo.gov>. From the Home page, find the "Excise (Sales & Use) Tax Division, click on "Publications" click on Sales & Use Tax Rate Charts. Additionally, there is a Zip Code Directory which combines a listing of all zip

codes in Wyoming with the associated sales tax rates. This document is in an Excel format.

Please Note: Tax rate changes are effective the first day of a calendar quarter after providing sixty days notice to all vendors. This newsletter and DOR's website serves as the notice to vendors of the tax rate changes. Sales tax rate charts are only updated as rate changes occur.

Attention Tobacco Retailers

IMPORTANT INFORMATION FOR TOBACCO RETAILERS

All retailers are responsible for knowing which cigarettes and roll-your-own tobacco ("RYO") brands are legal to sell in Wyoming. All legal brands are listed in the States' Tobacco Directory, which is published on the Attorney General's website at: <http://ag.wyo.gov/tobacco-settlement-unit>

Any cigarette or RYO brands not included on the State's Directory are **contraband** and are illegal to acquire, hold, own, possess, transport, import, cause to be imported, sell, offer for sale, or possess for sale under Wyoming Statutes § 9-4-1205(k) and § 9-4-1208.

The Attorney General strictly enforces the State's contraband tobacco laws. Therefore, it is important that retailers and their staff are up-to-date on the current Directory, which is updated

annually at a minimum, but often more frequently.

To receive email notifications regarding changes to the Directory, send an email to the State's Tobacco Administrator at Amanda.baumhover1@wyo.gov. If you have further questions, you may call the Tobacco Administrator at (307) 777- 6397.

Sheridan Field Office of the Department of Revenue:

The Department of Revenue Field Office in Sheridan has moved. The new location address is:
2100 W 5th Street
Sheridan, WY 82801

Cheyenne Office of the Department of Revenue:

The Cheyenne office of the Department of Revenue is now located in the East side of the Herschler Building on the third floor. This will be the Department's permanent location.

Business Inventory:

Businesses hold a tax free inventory as tax is collected from the retail customer in the final sale. However, often times businesses will remove items from inventory for business use, to donate to a local sports team, religious or charitable organization etc. In such a situation sales tax is not collected from the recipient, but that does not mean that tax is not due. The business owes sales tax on their cost of the items removed from a tax free inventory, and would remit the tax on their periodic sales tax return. We will provide a few examples for clarification:

A grocery store receives a request for a donation of hamburgers and buns from a local baseball team.

The grocery store removes the meat and buns from its tax free inventory, to donate to the baseball team. The grocery store owes the sales tax on the items removed from inventory. The tax is calculated using the store's cost of the items removed.

A wine manufacturer/distributor holds a free wine tasting event to promote its products. The manufacturer/distributor is responsible for the sales tax on the products removed from its tax free inventory to give away at the event.

An office supply store removes paper for its copier from the tax free inventory. The office supply store owes sales tax on the paper based on its cost of the paper.

Filing Returns:

Licensed vendors are required to file sales/use tax returns on a periodic basis. The filing frequencies are set by the Department and can be adjusted based on sales volume. Entities making sales to equal a sales tax volume between fifty dollars (\$50.00) and one hundred and fifty dollars (\$150.00) per month are assigned a quarterly reporting frequency. Those reporting more are assigned to a monthly reporting basis and those reporting less are assigned an annual frequency.

Vendors must file a return each reporting period even if only filing a return indicating no sales or no taxable sales for the period. This means, if all sales made during the month were wholesale sales (exempt sales) the total sales amount is reported on line A and that same figure is entered on line B of the periodic return. Line C

will then equal zero. It is important for vendors to understand that they must report all sales even those with no tax consequence.

Sales/Use Tax On-Site Seminars:

The Department will be presenting on-site educational seminars in Jackson Wyoming this summer.

General Sales & Use Tax; August 14, 2018.

Lodging Industry; August 14, 2018

Construction Industry; August 15, 2018.

The seminar schedule is posted to DOR's website. Look for the "What's New" column and select "Excise Tax Seminars" Click on the seminar of interest to view the specific seminar details and information to register.

In addition to the on-site seminars we will be scheduling additional educational webinars. Please review our website at <http://revenue.wyo.gov> for additional details.

Field Offices:

The area code prefix is 307 for all of our field offices.

Casper	266-3621
Cheyenne	777-5211
Gillette	682-6061
Riverton	856-1185
Laramie	742-4207
Powell	754-2686
Rock Springs	382-4531
Sheridan	674-8559
Jackson	734-9354
Torrington	532-5566



FY 2017 Specific Entity and One Cent Quarterly Report

Please file this form at the conclusion of the quarter. Failure to complete and send in this form could result in a denial of payment for any current or future funding.

Organization: <u>Mercer Family Resource Center</u>	Program/ Event: <u>Youth Empowerment Council (YEC)</u>		
Contact Person: <u>Cori Cosner-Burton</u>	Phone Number: <u>265-7366</u>	Date: <u>6/19/18</u>	
Please Select One:			
1 st Quarter <input type="checkbox"/>	2 nd Quarter <input type="checkbox"/>	3 rd Quarter <input type="checkbox"/>	4 th Quarter <input checked="" type="checkbox"/>

1. Mission

Please state the agency's mission/vision:

Mission: The Youth Empowerment Council is a substance free, responsible, and open group of young leaders that collaborate to better the community, support one another, inspire youth, grow, and lead by example; for youth, by youth

2. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this event. **Please include the amount you were allocated from One Cent funding or General Fund Agency funding.**
See Attached Document

3. Program significance

a. *Using bullets describe the individuals who are the focus of your work and are influenced by your activities.*

*The Youth Empowerment Council (YEC) is a group of youth, 12 to 17, in Natrona County that work together to promote growth and change throughout the community. The YEC chooses their focus according to the areas they feel are important for society.

*The main population that YEC tries to focus on are young people in our community. Being a YEC member gives youth the opportunity to help better our community and better themselves by building resumes, life skills, ethics and developing morals.

b. *What impact did the program have on the specified target population and community?*

The impact that YEC has had on this specific population has been incredible, with over 90% of youth being able to identify healthy alternatives to substance use and reporting feeling more informed about suicide. These programs are proactive, impactful, and accessible to youth in our community! YEC gives youth opportunities to attend events that are in a safe, substance free environment. Traditionally, many of the youth who participate in the YEC events are only able to do so because the events are of no cost to them. We see the value of providing such events and opportunities to the youth in our community. These events allow youth to collaborate with their peers, and to become a member of something bigger than themselves. YEC also presents different programs such as SPAT (Suicide Prevention Awareness Team) and BAT (Bullying Awareness Team). The information in these programs are typically presented within the Natrona County School District. YEC has developed a new sub-committee called #WYAMPLIFY. The objective of this program is for youth of Natrona County to find what activities amplify their life, such as arts, music, sports, literature, and many others.

c. *Have there been significant trends over the past months regarding your target population?*

Over the last few years, we have been able to keep good rapport with administrators and staff who request the YEC presentations. We usually present to these students and classes quarterly or every semester. Along with the middle and high-schools that we present to on a regular basis, we are having new schools including elementary schools and partnering counties ask for the presentations. When it comes to YEC members, we have a steady group of 10-15 youth who attend meetings and activities on a weekly basis. On average we are seeing one or two new youth each month, with 16 new members last school year. We are always looking at new ways we can recruit youth in the community to be a part of our program.

4. Results

a. *Please describe the outcomes/outputs*

Outcomes: When looking at outcomes, YEC really tries to focus on educating their peers. They are focusing on changing the knowledge and attitudes of individuals who may come into contact with someone who may be contemplating suicide or been involved with bullying. The programs that YEC provides to their peers, teach other youth the warning signs and prevention skills. YEC also works with their peers to reduce drug activity through #WYAMPLIFY. They provide at least one substance-free activity per month in Natrona County for all youth ages 12-18. The main outcome that YEC would like to see is a significant reduction in suicides and bullying in Natrona County as well as youth substance use.

Outputs: From July 1, 2017 to May 30, 2018, YEC provided 2,165 hours between weekly meetings, member activities, and community volunteering. From July 1, 2017 to May 30, 2018 YEC has consistent weekly attendance of 10-15 youth (adding a couple of new members each month). YEC provided an additional 885 hours to their peers with the Suicide Prevention Awareness Team presentations. During this school year, YEC has presented to a total of 734 students. As we are seeing an increase of bullying cases in the schools, we are being contacted by elementary schools to do BAT presentations. YEC has presented BAT to a total of 44 students. We are in the process of updating our BAT presentation to touch on new trends of cyberbullying.

b. *Please describe the method of measurement*

These hours are measured by taking attendance at weekly meetings multiplied by the hour length of the meeting, as well as all activities that YEC members participate in. The hours for SPAT and BAT are recorded by taking attendance of each youth at every presentation multiplied by the amount of time of the presentations.

c. *Please describe the performance results*

The feedback that YEC receives after presenting SPAT and BAT is very positive and shows that YEC is educating students and peers how to respond to someone who is showing signs of suicide and/or being bullied. We have had many "Thank You" letters delivered to YEC, as well as many young people who have personally thanked SPAT presenters for their time, saying it gave them insight on how to help their peers or themselves. YEC also receives great feedback for the #WYAMPLIFY events that they host. Youth of Natrona County receive tools and resources that help them to maintain a substance-free life. This information is also shown on the surveys that we conduct. In the Program Results area below, there are examples of this provided from recorded surveys.

5. Program Results/Impacts (use bullets)

a. *Explain how much (quantity) service the program delivered*

*YEC meets weekly, and all year round. In the meetings, the discussions revolve around upcoming community events, pro-social youth activities and working on positive change in the community, with different sub-committee presentations.

*During the school year July 1, 2017 to May 30, 2018, YEC has had 43 Thursday meetings. Along with weekly meetings, YEC also participates in an average of two to three monthly, community or YEC sponsored events (24 community events this school year).

* YEC has given 19-outreach presentations so far this school year, typically presenting in the schools all-day long in one-hour class periods back-to-back.

- b. *How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.*

YEC has had many success stories when looking back at previous SPAT presentations. The positive feedback that YEC gets from young people is very reassuring and helps members continue to educate their peers. A few youth comments this quarter from SPAT presentations, include: "I like that if we asked a question they were willing to answer it." and "I like that we actually talked about it and how common it really is." *Please see participant pre and post data below.

- c. *What does your analysis of the past year's data tell you about what is happening to the impacted target population?*

When analyzing the data collected from surveys provided to each student, we are able to see that there is significance in the Suicide Prevention Awareness Team, Bullying Awareness Team presentations and #WYAMPLIF substance-free activities. Please note the provided statistics below:

1. Bullying Awareness Team
 - i. 99.09% of students stated that after the BAT presentation they knew how to get someone help if they were bullied.
 - ii. 97.41% of students stated they believe it is possible to get help for a person who may be being bullied.
2. Suicide Prevention Awareness Team
 - i. 92% of students that viewed the SPAT presentation stated they are more aware of local resources pertaining to teen suicide.
 - ii. 94% stated they now know how to get someone help if they are suicidal.
 - iii. 98% of students believed that after viewing the SPAT presentations that it is possible to get help for a suicidal individual.
3. #WYAmplify Substance-free Activities
 - i. 61% of students that attended #WYAmplify activities stated they are very likely to stop or continue to refrain from using substances due to #WYAmplify.
 - ii. 90% of students that attended #WYAmplify activities stated that they received skills and resources to resist substance use.
 - iii. 79% of students that attended #WYAmplify activities stated that they were very satisfied with the #WYAmplify activity.

6. Results Analysis

- a. *How could the program have worked better?*

Working with youth can be rewarding in a variety of aspects. Working with youth can also be very challenging. Keeping the attention of youth plays a huge role in keeping the youth active in YEC as well as in our community. Allowing YEC members to pick what they would like to advocate for is one way to make sure they stay engaged. Accountability with youth can also be a challenge. Although some members struggle with this concept, they have been working together as a council to hold each other accountable, including managing their own behaviors inside and outside of the YEC meetings and activities. The majority of the council believe the meetings need to be ran by Robert's Rules of Order. There have been discrepancies on whether the meeting should be strictly outlined verses more of a social hour. As a compromise, YEC has been having a social hour before the YEC meeting and tightening up the meeting with Robert's Rules, working hard, and getting business completed in a timely manner.

- b. *How will you address this?*

We intend to continue recruiting new members into YEC to create a stronger council. One way of doing this is for the coordinators to visit current members during their lunch hour to become more involved and known in the schools. We also held two Youth Town Hall meetings where we got insight on what the youth of Casper want to see in the community. Therefore, we will be holding more youth led events and continuing to listen to the youth of Casper with future Town Hall meetings. We currently have plans to keep reaching out to different schools in Natrona County for the opportunity to do more outreach presentations. YEC is being contacted by Elementary Schools to do SPAT and BAT presentations. YEC has recently become a SADD (Students Against Destructive Decisions) chapter. Through this organization, we will reach out to youth in our community about the dangers of and consequences of drugs, underage drinking, and traffic safety. One of the YEC members has the opportunity to go to Washington DC for the SADD annual conference. Here she will receive the tools and resource to better our community and educate other young leaders in our community. YEC will be holding a Wyoming Youth Prevention Summit this summer in conjunction with Wyoming S.A.D.D (Students Against Destructive Decisions) and WASCOP (Wyoming Association of Sheriffs and Chiefs of Police). During this summit we will be educating the youth around Wyoming on substance-abuse, traffic safety, and personal care. YEC will be presenting a SPAT presentation during this summit. They will also be partnering with Mayor, Ray Pacheco to do a workshop on how to collaborate with City Council and get youth involved in decision making in their own communities.

7. Attendance and Participation

In order to gauge the impact that your event has had on the community, it is important that we know how many people use your program. **Please fill out the information in the box on the opposite side of this page.** If you intend to use a counting method that is not listed, then please contact Fleur Tremel in the City Manager's Office (235-8224) to inquire about pre-approval.

Attendance and Participation

Please fill in the section below as instructed on the opposite side of this page.

I can accurately count the number of people who use our program because:

- We sold tickets
- We took a turnstile count or counted people as they came in
- X We conducted an organized head count
- All participants were registered
- X We used sign-in sheets
- We used another method that was pre-approved by the City Manager's Office







YEC Events: Fiscal Year 2017-2018

- **July 11th** – YEC decorated a float for the city parade and participated in the parade
- **July 11th**- YEC ran inflatable obstacle courses and helped with the clean-up of Family Day
- **July 27th** – YEC held a drive at the west side Walmart to provide goods for Seton House, St. Marks Church and Ronald McDonald House in Salt Lake City.
- **August 5th-8th**- YEC took a trip to Salt Lake City to server breakfast to families at the Ronald McDonald House as well as do team building.
- **August 19th** – YEC helped with the Insane Inflatable 5K.
- **August 26th** – YEC hosted a Glow Back to School Bash for families and recruitment. There was games, food, and fun.
- **September 17th** – YEC explored on the mountain with photographer and inspirational speaker, Monte Stiles. They built relationships with each other through hiking, sightseeing, and photography.
- **September 23rd** – YEC volunteered and participated with the Breaking the Silence Walk for Suicide Prevention.
- **October 4th** – YEC did a SPAT presentation at the Afterschool Alliance Conference in Cheyenne, WY.
- **October 12th** –YEC partnered with councilmen Ray Pacheco to host a Youth Town Hall meeting at Metro coffee shop in order to hear the voice of the youth in our community.
- **October 16th-19th** – YEC did SPAT presentations at Natrona County High School for 360 freshman students.
- **October 27th** – YEC volunteered at the Verda James Halloween Carnival, where they decorated and ran game booths.
- **October 28th** – YEC volunteered at Dancing with the Stars of Casper with cleaning up.
- **November 6th-7th** – YEC did SPAT presentations at Dean Morgan Junior High School for 136 8th grade students.
- **November 15th** – YEC did SPAT presentations at Journey Elementary School for 75 4th and 5th grades students.
- **December 6th**- YEC volunteered at Dean Morgan for Challenge Day, where they lead groups and mentored 7th and 8th grade students discussing acceptance during anti-bullying workshops.
- **December 19th** – YEC volunteered for Casper Housing Authority for their Toy Distribution.

- **January 13th** – YEC held a donation drive for Project Homeless Connect, Community Baby shower and Family Game Night at West side Walmart.
- **January 26th** – YEC volunteered at Project Homeless Connect serving dinner and helping at various agency booths.
- **February 1st** – YEC held their second Youth Town Hall Meeting in collaboration with Mayor, Ray Pacheco at the YMCA.
- **February 9th** – YEC volunteered at Family Game Night where they were able to play games with kids and families.
- **February 16th** – YEC collaborated with Central Wyoming Boys and Girls Club to host a Valentines Dance for all youth ages 13-18.
- **February 17th** – YEC volunteered for the Natrona County Suicide Prevention Task Force for their Bowling for Suicide event.
- **March 1st - 2nd** – YEC did SPAT presentations at Dean Morgan Junior High School for 118 students.
- **March 12th** – YEC did BAT presentation at Cottonwood Elementary School for 44 students.
- **March 15th** – YEC hosted their first #WYAMPLIFY substance-free youth activity. They offered free bowling and pizza for youth of Natrona County.
- **March 17th** – YEC held a donation drive for the Community Baby Shower at the West side Walmart.
- **April 3rd** – YEC hosted a Movie Night for their second #WYAMPLIFY activity. They offered a free movie ticket for A Wrinkle In Time along with popcorn, soda and a candy for the youth of Natrona County.
- **April 5th** – YEC volunteered for United Way at their Family Night event. They played and read books to the kids and families.
- **April 14th** – YEC volunteered at the annual Community Baby Shower where they helped to run the store.
- **April 20th** – YEC hosted a #WYAMPLIFY substance-free swimming event at the Family Aquatic Center. They offered pizza, and three hours of swimming to youth in Natrona County.
- **May 17th** – YEC hosted a #WYAMPLIFY substance-free painting event in partnership with Artisan Alley.
- **May 21st** – YEC did a SPAT presentation at Woods Learning Center to 45 students.
- **June 7th** – YEC participated in the June Art Walk at David Street Station. They held a Community Photography Event in order to see what positive changes the people of Casper want to see in our community.
- **June 14th** – YEC hosted a #WYAMPLIFY substance-free tie-dye event at Crossroads Adventure Park. Youth had the opportunity to explore outdoor activities and be creative.

The Youth Empowerment Council is a community organization that recognizes and fosters the youth of the community of Casper. This organization is led by the youth for youth. YEC's main mission is to reach out to the community, volunteer, and to provide leadership opportunities to our youth. The group is very diverse and we have kids from all walks of life. YEC's weekly meeting provides a safe, positive, substance free environment in which the youth can learn to work together, focus on important issues, and let their voices be heard!!

MEMO TO: J. Carter Napier City Manager 
FROM: Dan Elston, CBO 
SUBJECT: Roof Inspection Code Requirements

All references are to the 2015 International Residential Code that are currently enforced by the City of Casper.

- **Section R-105 Permits:**
Section R-105.2 Work exempt from permits:
This section does not exclude Roofs; henceforth, a permit is required. The code states that even though a permit is not required per the exemptions, it does not grant authority for any work to be done in any manner in violation of this code.
- **Section R109 Inspections:**
This section identifies all required inspections for a one and two family dwelling unit. Those inspections are listed as: foundation, plumbing, and mechanical, gas, electrical systems, floodplain, framing, masonry, fire resistant-rated construction and final inspection. Roofing is not a required inspection per the code, although **R109.1.5** states that the Building Official shall have authority to make or require any other inspections to ascertain compliance with this code. The Building Division uses this paragraph to require roofing inspections.
- **Chapters 8 Roof-Ceiling Construction and 9 Roof Assemblies:**
This section of the code covers all roofing materials and assembly requirements based upon the particular roof application that the contractor is installing. I have attached three letters that have been distributed to the licensed roofing contractors by Building Inspector Justin Scott concerning roof assembly requirements per the code, which includes sheathing, ventilation, flashings, ice and water shield, edgings, outlets, and damaged or deteriorated materials.
- **Building Department Inspection Process:**
All roofs that are called in for inspection are inspected by the City of Casper Building Division. All inspections are typically called in by the contractor after the roof is complete, and the roofing contractor is not on site. The inspector will go the address and inspect from the ground. No ladder is required to visually inspect if the drip edge, ventilation and flashings meet the code requirements, and new shingles are installed.

If the Building Division were to require a sheathing, an underlayment inspection, drip edge, ventilation and flashing inspection independently from the final inspection, this would require the roofing contractor to strip the roof, leaving it exposed to the weather, call for an inspection; install the underlayment, flashings, drip edge and ventilation, call for another inspection; complete the roof and call for a final inspection.

For the month of May, there was 59 re-roof permits issued, plus 27 new single family residences for this year, which also require roofs. The responsibility for damage to homes that are waiting for a sheathing inspection prior to installing the underlayment could be large given the fact that it is not abnormal for 10 to 20 roofs being installed concurrently in the City of Casper. Also note that the roofing contractor performs all phases of re-roofing to limit the contractor's liability at the same time; tearing off, installing sheathing (if required), underlayment, flashings, drip edge, venting and new shingles. It would require an inspector on site during all of construction, which is not feasible. Please note all roof inspections that are called in, are inspected. If a roofing contractor calls for an inspection during his re-roofing process, the Building Division always responds.

Solution: I do not believe there is a perfect solution for this, however, a step in the right direction would be to require the roofing contractors to notify the Building Division of the date and the address of each re-roof project, and the Building Division will inspect during the process as time allows. If it is the desire of the Council, this can be instituted immediately. I will await your direction. Remember it is not a code required inspection.

Note: The Building Division does have a ladder that can be used for these inspections if the ground level inspections raise concerns. Although, code requires the contractor to provide access for inspections.

Please see attached letter concerning Mr. Derrera and Building Inspector Justin Scott.

Attachments: Contractor Letters (3)
Letter to RAD Roofing (Ray Derrera)



Building Inspector II
Community Development Department
200 N David St
Phone (307) 235-8241
jscott@cityofcasperwy.gov
WWW.CASPERWY.GOV

August 17, 2017

RE: Roofing and Re-roofing Requirements

To Whom It May Concern,

The City of Casper Building Department requires and enforces valley metal, rake/eave drip edge, flashing (including chimney, sidewall, stack, etc.), and attic ventilation per chapter 9 of the 2015 IRC on all new and re-roof applications. Ice and water shield is not required within the City of Casper's jurisdiction.

When re-roofing, any existing flashings, edgings, outlets, vents or similar devices that are a part of the assembly shall be replaced where rusted, damaged or deteriorated per section R908.5 of the 2015 IRC.

Should you need further assistance in this matter, I can be contacted at 307-235-8264.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin Scott", is written over a light blue horizontal line.

Justin Scott
Building Inspector II
City of Casper, WY



Building Inspector II
Community Development Department
200 N David St
Phone (307) 235-8264
jscott@casperwy.gov
WWW.CASPERWY.GOV

July 21, 2016

To Whom It May Concern:

RE: Roofing of new or re-roofing of existing structures

The City of Casper has adopted the 2015 IRC and enforces Chapter 9 pertaining to roofing of new and existing structures. All asphalt roof decks shall be **solidly** sheathed per section 905.2.1 of the 2015 IRC. Plank and spaced decks aren't allowed as they are not interpreted to be solidly sheathed. Should you need further assistance in this matter, I can be contacted at 307-235-8264.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin Scott", is written over a light blue circular stamp.

Justin Scott
City of Casper
Building Inspector II



Building Inspector II
Community Development Department
200 N David St
Phone (307) 235-8264
jscott@casperwy.gov
WWW.CASPERWY.GOV

October 17, 2016

To Whom It May Concern:

RE: Roof Ventilation

The City of Casper has adopted the 2015 IRC and enforces Chapters 8 and 9 pertaining to roofing of new and existing structures. The City enforces roof ventilation requirements per section R806. Roofs are required to meet the minimum ventilation net area requirement of 1:150 unless the ventilators are located within 1 foot of the ridge in which case the minimum ventilation net area shall be permitted to be 1:300. Roofs being ventilated with power ventilators will be interpreted to meet the minimum vent area of 1:300 allowed through exception R806.2. Should you need further assistance in this matter, I can be contacted at 307-235-8264.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin Scott", is written over a faint, larger version of the same signature.

Justin Scott
City of Casper
Building Inspector II



Building Inspector II
Community Development Department
200 N David St
Phone (307) 235-8241
jscott@cityofcasperwy.gov
WWW.CASPERWY.GOV

June 21, 2018

To: Dan Elston – Chief Building Official

Re: Rad Roofing Complaints

The following contains an overview of the phone conversation that I had with Mr. Derrera of Rad Roofing.

Mr. Derrera called me the week of June 11th and was complaining about our enforcement of the roof decking requirement per section R905.2.1 of the 2015 International Residential Code. He had apparently noticed competing contractors not re-decking homes that required it per the adopted code. He stated that he used to do 250 roofs a year and is only getting 150 at most now because other contractors are underbidding him by not complying with the re-decking requirements. I asked who the specific contractors were and he didn't want to give me that info.

He then requested that we monitor the roof permits pulled so that we could catch the contractors that aren't meeting the code requirements. I explained to him that we don't have the staff to drive around monitoring all of the locations that have roof permits pulled so that we can be at a right location at the time the deck is exposed, which is why we require contractors to call in for an inspection. I also explained that a deck or mid-roof inspections aren't required by the City either but if one is called in we will look at it. I stated that the reason that we require contractors to be licensed and insured is so that they will theoretically put a roof on according to code and know what the City requires.

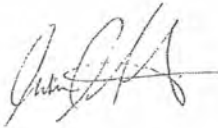
He was not happy with my explanation of how we enforce and inspect things and insisted that we have sufficient staff between the building inspectors and code enforcement officers to monitor the roof permits in Casper. I then explained that we have limited staff and inspect more than just roofs and reiterated that we will look at anything that gets called in. I further explained that a majority of roofing contractors don't call in for inspections at all and the ones that do only call in a final. Furthermore, we usually only do a walk around inspection of a roof because we do not carry ladders due to the fact that it is the responsibility of the individual requesting the inspection to provide access to the roof per section R109.3 of the 2015 IRC and the said access is generally not provided. I also explained that we can see what we need to on a final inspection

from the ground which is drip edge, flashing, roof ventilation, and new shingles. He then said that we need to get on the roof to check the nailing. I informed him that we do not pry up shingles because we cannot guarantee that they will re-seal which, therefore, opens the City up to liability if shingles were to start blowing off.

None of my answers to his concerns were pleasing him so he began to imply that he would just stop pulling permits and doing things right since "we obviously weren't going to properly inspect and enforce the codes." I again explained that at some point the contractor has to be held accountable for their work which is why we require them to be licensed and insured and that we will do any inspection called in regardless of type. I mentioned again that we have more inspections to do than just roof inspections so we don't have the man power to drive around looking for roofing contractors that are at the exposed decking point of the job.

He continued pushing our lack of concern for "equality" and said that he was just going to go to council and the City Manager with his concerns. I told him that he has the right to do that and that he could also address the Contractors Licensing Board with his concerns as well.

On a side note, our records indicate that Rad Roofing (Mr. Derrera) has pulled 5 roof permits and has called in for 1 final roof inspection to date for the 2018 calendar year.



Justin Scott
Building Inspector II
City of Casper, WY



FY 2018 Specific Entity and One Cent Quarterly Report

Please file this form at the conclusion of the quarter. Failure to complete and send in this form could result in a denial of payment for any current or future funding.

Organization: <u>Youth Crisis Center, Inc.</u> Program/ Event: <u>Professional Services, Crisis Shelter, & Group Home</u>
Contact Person: <u>Traci Blevins</u> Phone Number: <u>307-577-5718</u> Date: <u>6/25/2018</u>
Please Select One: February 2018, March 2018, April 2018 1 st Quarter _____ 2 nd Quarter _____ 3 rd Quarter _____ 4 th Quarter <u>X</u>

- **Mission**

The Youth Crisis Center, Inc (YCC) provides emergency shelter, crisis intervention, and group home services to youth and their families.

- **Financial Information**

Please attach a one (1) page summary of the revenue and expenses for this event. **Please include the amount you were allocated from One Cent funding or General Fund Agency funding.**

- **Program significance**

- a. Using bullets describe the individuals who are the focus of your work and are influenced by your activities.
 - Crisis Shelter
 - Children and youth ages 0-17
 - Youth attend the crisis shelter for some of the following reasons: parent (guardian)/child conflict, protective custody, family disturbance, runaway, awaiting permanent placement, permanent placement difficulties
 - 80% of families receive family intervention meetings/services.
 - Group Home
 - Youth ages 10-17
 - Provides an alternative to jail or more restrictive placements.
 - Youth are in the group home for some of the following reasons: abuse/neglect, CHINS placement, adjudicated
- b. What impact did the program have on the specified target population and community?
 - Crisis Shelter
 - Meets basic human needs to assist with stabilization of hunger, fear, anxiety, concern, neglect, or other crisis, and improves overall wellness and function of youth
 - Supports education to increase the likelihood of success in school
 - Strengthens family resources and support
 - Improves overall health and wellness
 - Group Home
 - Meets basic human needs and advances life-skills
 - Supports education to increase the likelihood of success in school
 - Strengthens family resources and support
 - Strengthens goal achievement
 - Reduces youth serving time in jail or more restrictive placement

- c. Have there been significant trends over the past months regarding your target population? We continue to see an increase of need for the youth and the family; increased mental health issues; lowered use of healthy coping skills replaced with unhealthy habits/practices; substance abuse issues with youth and their parents. Additionally, we continue to make referrals, however in after care follow up calls, parents are reporting they are not accessing the referrals that have been made to them. Less than 20% of parents report actually contacting the referrals for community supports that they have been referred to.

● Results

- a. Please describe the outcomes/outputs
February 2018, March 2018, & April 2018

- Crisis Shelter Outcomes
 - 100% of families participating in aftercare calls, report satisfaction with services provided by the Youth Crisis Center
 - This includes satisfaction with shelter, case managements, crisis supports, food, education supports, and other supports
 - 44% of families received referrals to community supports by YCC
 - This service is offered to all families who identify a further need; YCC staff strive to connect families with more supports to assist them, when needed
 - Crisis Shelter Outputs
 - 131 youth served
 - 28 ages 0-12; 103 ages 13-17
 - 75 male; 56 female
 - 569 days of service, shelter, food, safety, clothing
 - 932 breakfasts, lunches, and dinners provided
 - 7,860 direct hours of homework help (131 youth received 60 hours of homework help)
 - 105 families received aftercare support calls to provide additional services and supports
 - Group Home Outcomes
 - 100% of group home residents participated in weekly life-skills groups focusing on career readiness and building healthy relationships
 - 100% of residents successfully completed group home program according to case plan goals, YCC program, and DFS plans; 1 resident transitioned to higher level of care
 - 91% of youth case plans worked to improve grades or sustain passing grades; 1 resident already obtained GED prior to attending group home
 - Group Home Outputs
 - 9 youth served
 - 3 ages 13-15; 6 ages 16-17
 - 5 male; 4 female
 - 544 days of service, case management, shelter, food, safety, educational support, life-skills groups, family support
 - 785 breakfasts, lunches, and dinners provided
 - 540 direct hours of home work help (9 youth received 60 hours of homework help)
 - 224 direct hours of life-skills training provided (9 youth received 26 hours of life-skills training/group)
- b. Please describe the method of measurement
- Measurement:
 - Intake packets and depart procedures track resident stays, crisis wing and group home attendance, homework help, and school attendance
 - Nutrition program guidelines are monitored and tracked through the federal nutrition program, monthly reporting is completed to track meals
 - Crisis shelter staff track all referrals, parent meetings, and recommendations

- Case planning and safety planning is tracked by supervisors and case managers
- Supervisors and case managers track group home resident monthly school attendance, behavior, and grades
- Tracking from aftercare support calls
- c. Please describe the performance results
 - Crisis Shelter youth:
 - receive emergency food, shelter, clothing, bedding, and safety
 - attended school daily, on time, per plans of DFS, NCSD, or parent
 - receive nutritious meals
 - receive an advocate, who attends court, MDT meetings, or IEP meetings
 - receive medication, monitored by crisis workers, as needed, per prescription orders
 - participate in daily homework help
 - participate in daily tutoring (those not attending school)
 - placed in protective custody, receive safety from abuse/neglect
 - who are homeless, are provided shelter, food, clean clothing,
 - who are homeless, are connected with parent, DFS worker, and NCSD homeless liaison
 - and their families receive referral, support, and intervention services
 - and their families receive a “break” to reduce tension, hostility, or aggression in the home
 - after care support calls made to families addresses continued concerns, identifies further need, and provides access to additional resources
 - Group Home residents:
 - are provided home-like environment including shelter, clothing, bedding, safety, allowance, and contributions (chores)
 - receive life-skills group/training in cooking/nutrition, career readiness, and building healthy relationships
 - set attainable goals and work toward those goals through case plans
 - receive nutritious meals
 - are provided/taught coping skills for handling difficult situations
 - work with a case manager who attends court, MDT meeting, or IEP meetings
 - receive medication, monitored by crisis workers, as needed, per prescription orders
 - participate in daily homework help
 - attend school, on time daily, as a part of their case plan
 - obtain C’s or higher in all classes, as a part of their case plan
 - set behavior goals that are individual and unique to each resident
 - participate in daily tutoring (those not attending school)
 - and their families receive referral, support, and intervention services
 - and their families (natural/foster/independent living provider) participate in the “step-down” program that slowly reintroduces the youth back into the home, gradually increases the amount and length of visits, and then returns child to the home fulltime
 - their families (natural/foster/independent living provider), case workers, school personnel, and/or probation officers participate in monthly reviews to assess progress of youth
 - are provided opportunities to participate in extracurricular activities such as sports, plays, clubs, and/or groups
 - participate in activities as a group such as bowling, painting, swimming, picnics, playing at the park, hikes on the mountain, going to movies, etc.

● Program Results/Impacts (use bullets)

- a. Explain how much (quantity) service the program delivered
 - February 2018, March 2018, & April 2018
 - 140 youth served
 - 1,113 days of service
 - 8,400 direct hours of homework help (140 youth received 60 hours of homework help)
 - 1,717 meals served
- b. How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.

- Crisis Shelter Youth:
 - obtain safety and security in times of crisis. When crisis is over, or when a more permanent option is found, youth depart from the program.
 - obtain a safe place to stay during moments of hostility, tension, anger, aggression, or frustration at home; time is provided to both the youth and the family for negative feelings to abate before returning home. Providing an option for parents to remove youth from the home/school reduces episodes of violence and possible abuse (from parent and from youth).
 - who are homeless or who have runaway receive safety, clean clothing, shelter, a bed, and safe place to be while awaiting further placement/assistance.
 - often avoid juvenile detention or other court/criminal justice-based program; providing a safe place for youth and avoiding jail or criminal justice systems means we keep our community healthy and strong, reduce the number of adults in jail, and increase positive outcomes throughout the community.
 - safety planning provided to residents in need. Residents and staff identify a safety concern and address that concern by planning tools to help reduce the risk. Tools used include reading, journaling, taking 5 minutes in their room, calling their parent/guardian, using the fitness room.
 - after care support calls made to families addressed continued concerns, identified further need, and provided referrals to additional resources
- Group Home Residents:
 - receive a community-based placement that allows for step-down transition back to home. Step-down transition allows for families to reintegrate at different levels, which increases the possibility of successful reintegration.
 - participate in a program that teaches life-skills, enhances positive social development, improves school attendance, grades, and behaviors, promotes positive coping skills, and improves overall behavior at home and school.
 - are connected to community resources such as: individual and family counseling, medical/dental care, parenting/family classes, behavior enhancing youth groups (such as pro-social youth groups, boxing clubs, etc.)
 - obtain educational support which improves grades, performance, behavior, and success in school
 - obtain behavior, educational, social intervention while avoiding juvenile detention and/or a higher level or restriction/placement.
 - safety planning continues to be provided to residents in need. Residents and staff identify a safety concern and address that concern by planning tools to help reduce the risk. Tools used include reading, journaling, taking 5 minutes in their room, calling their parent/guardian, using the fitness room.

c. What does your analysis of the past year's data tell you about what is happening to the impacted target population?

The funding cuts at state and local levels to services and programs (both prevention and intervention services) has caused a higher level of crisis needs. We continue to witness families in more extensive and concerning levels of crisis; the needs of individuals and families are greater and the supports available are decreasing.

• Results Analysis

a. How could the program have worked better?

- Crisis Shelter:
 - Strengthening families and providing supports continues to be at the forefront of the work we do; as we have identified the increasing needs of families we are working to build strengths and supports within our program. Such as, improving our case management and family planning and adapting our program to require specific participation from families. Additionally, we have identified areas to improve cohesiveness from the crisis shelter and group home.
- Group Home:
 - Level System: updating the current level system to support accountability and responsibility focused programming.

b. How will you address this?

- Crisis Shelter:
 - We continue to provide staff-wide trainings to support family needs and increase the level of competence of each staff member when dealing with youth in crisis. We are also evaluating the process of paperwork and are exploring the option of an electronic health records system, which we believe will improve the processes, supports, and assistance we can offer. Staff participated in a strengths-based case management training to build our case management process.
- Group Home:
 - Level System: we continue to evaluate and monitor the current level system so we may make changes accordingly, which will assist us to support accountability and responsibility focused programming.

• Attendance and Participation

In order to gauge the impact that your event has had on the community, it is important that we know how many people use your program. **Please fill out the information in the box on the opposite side of this page.** If you intend to use a counting method that is not listed, then please contact Fleur Tremel in the City Manager's Office (235-8224) to inquire about pre-approval.

Attendance and Participation



Please fill in the section below as instructed on the opposite side of this page.

I can accurately count the number of people who use our program because:

- We sold tickets
- We took a turnstile count or counted people as they came in
- We conducted an organized head count
- All participants were registered (via intake process)
- We used sign-in sheets
- We used another method that was pre-approved by the City Manager's Office