



WCCA Strategic Plan and Policy Manual

Wyoming County Commissioners Association
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Updated November 2025



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WCCA Strategic Plan

Vision, Mission, and Strategic Direction

Adopted, December 2015

Updated, May 2022

Vision

The Wyoming County Commissioners Association (WCCA) is the premier advocacy and membership organization in Wyoming and beyond.

Mission

The WCCA strengthens Wyoming's counties and their county commissioners through a program of networking, education, and unified action.

Strategic Direction

The WCCA will:

1. Engage all members through:
 - a. communication
 - b. education
 - c. inclusion
 - d. motivation
 - e. unification
2. Increase capacity
3. Build strategic alliances
4. Maximize our brand
5. Preserve the integrity of our Association

Immediate Goals

Adopted December 2015

Updated, October 2016

Updated, May 2017

Updated, May 2018

Updated, May 2022

Priority	Goal(s)	Action(s)	Person(s) Responsible	Completion Timeline(s)
Legislative	100% representation (at least one commissioner from each county) at the WCCA's legislative conference	a. Targeted communication to members (6 months prior – dates; 90 days prior – draft agenda) b. Personal communication (targeting non-registered counties 45 days prior and 20 days prior to the conference)	<ul style="list-style-type: none"> • Staff • Executive Committee • Commissioners 	Annual *Successful completion for 2016 and 2018-2020
	One to three commissioners present every budget session day. One or more commissioners from one large population county and one small population county each week of the general session.	Commissioners-in-residence program: identification and sign up of commissioners to attend starting in December.	<ul style="list-style-type: none"> • Staff • Executive Committee • Commissioners 	Annual, with completion 30 days prior to the legislative session
	Engagement of commissioners and interim legislative committees	a. Applicable WCCA committee meet regularly prior to interim committee hearings b. Committee chair or co-chairs attends appropriate interim committee hearings	<ul style="list-style-type: none"> • Staff • WCCA committees • WCCA committee chairs and co-chairs 	WCCA committees meet approximately two weeks prior to interim legislative hearings
	Continuous engagement of Governor and legislative Appropriations members	Communicate direct distribution needs (twice annually in non-budget years; quarterly in budget years)	<ul style="list-style-type: none"> • Staff • Executive Committee • Counties with Appropriations members 	Ongoing
	County legislative roundtables	Communicate legislative priorities	Commissioners	Annual, with completion 30-60 days prior to the legislative session

Priority	Goal(s)	Action(s)	Person(s) Responsible	Completion Timeline(s)
Communication	Continuous communication around issues of membership as individuals, counties, and as an association	a. News clips (twice weekly) b. Legislative leadership email (monthly during the legislative interim) c. Natural resource updates (twice monthly)	Staff	Varies (see Actions)
	Continuous communication during legislative session	a. Legislative leadership email (once daily during the legislative session) b. WCCA Board of Directors calls (each Friday during the legislative session)	• Staff • Board of Directors	Varies (see Actions)
	Develop relevant materials	a. Revenue Estimating Manual (annual) b. Public Lands Handbook (approximately every two years)	Staff	Varies (see Actions)
Engagement	Outreach to individual members	Commissioner calls	Staff	Quarterly
	Membership webinar with Governor's Office, congressional delegation, and topics of interest	Programmed content determined 60 days prior to discussion	• Staff • Commissioners	Monthly (or more frequent, as necessary)
	Expand commissioner training opportunities	a. Commissioner orientation and refresher b. NEPA training c. Recruit members to develop training sessions d. Institute training sessions within existing meeting structure	• Staff • Executive Committee • Board of Directors • Commissioners	Ongoing
	Evaluate and enhance partnerships with appropriate organizations, especially other local government associations and elected officials	a. Arrange for commissioner and staff attendance at appropriate meetings b. Engagement of WACO organizations on common issues c. Joint sessions, where appropriate	• Staff • Executive Committee • Board of Directors	Ongoing

Priority	Goal(s)	Action(s)	Person(s) Responsible	Completion Timeline(s)
NACo/WIR	Continue, improve, and expand NACo and WIR partnerships	Increase attendance at NACo and WIR meetings b. Increase county elected official engagement with NACo and WIR committees c. Distribute national and regional information d. Increase county elected official and staff registration in Professional Development Academy	<ul style="list-style-type: none"> • Staff • NACo and WIR board members 	Ongoing
Business Partnerships	Continue, improve, and expand Business and Associate Partnerships	Identify and promote partnerships (retain 90% of business partners annually; court five potential members and convert one new) b. Link businesses with counties to show the value of association	<ul style="list-style-type: none"> • Staff • Executive Committee • Board of Directors • Commissioners 	Ongoing (also, see actions)

Expectations

Adopted, December 2015

Updated, September 2016

Board Expectations of the Membership at Large

- a. It is in the best interest of the WCCA and its members that the Association maintains and projects itself as a unified organization.
- b. Open and respectful communication among all members always is essential to serve Wyoming's counties and residents.
- c. Members will be informed on matters affecting the State's counties. (To effectuate this, attendance at the annual legislative conference is strongly encouraged.)
- d. It is recognized and expected that not all 23 counties' boards will always agree. At times, a member or county may determine that it does not support a position taken by the WCCA. When this occurs, it is expected that the individual member(s) or county(ies) will:
 - i. Speak with their own legislative delegation regarding their county or individual position, while continuing to show support for the WCCA.
 - ii. Present truthful arguments on both sides that recognize different counties might have different realities and opinions.
 - iii. Not actively lobby beyond their own legislative delegation, except in rare instances, to counter the position of the Association. In such instances, the member or board should communicate in advance to the WCCA Board of Directors and staff of the intent to counter and the methods it will employ (i.e., public testimony at a committee hearing, etc.).

Board Expectations of Fellow Board Members

- a. Attend Board meetings and conferences.
- b. Be informed on matters affecting the Association.
- c. Advocate on behalf of the WCCA.
- d. Respect other members by expressing a position in advance of a vote.
- e. Annually evaluate us, our successes, and failures, and communicate to the membership.
- f. Educate fellow commissioners about the WCCA; the Association's importance; where to access WCCA information; and on the expectations set by the Board of Directors for membership, each other, and the Executive Director.
- g. Memorialize and communicate institutional knowledge.
- h. Associate with other members outside the WCCA meetings.
- i. Collaborate.
- j. Set realistic goals and make realistic plans.
- k. Evaluate the Executive Director using a formalized process.

Board Expectations of the Executive Director:

- a. Be knowledgeable of all matters affecting the WCCA and its members.
- b. Positively represent the Association always; be a good spokesperson.

- c. Attend to WCCA matters in a timely fashion.
- d. Present options to address issues facing the Association or its members, and present solutions to problems facing the Association or its members.
- e. Build solid relationships with Commissioners, other county stakeholders, the Office of the Governor, legislators, regulators, and our Congressional delegation.
- f. Demonstrate integrity always.
- g. Promote the Association and by-laws.
- h. Execute and evaluate the WCCA vision, mission, direction, and goals.
- i. Hire and retain an effective and engaged team of professionals.
- j. Recruit and retain business partners.
- k. Confront issues and communicate openly.

Executive Director Expectations of the Board of Directors

- a. Be engaged with the operations of the WCCA.
 - i. Read materials and information sent to you.
 - ii. Disseminate that information to the rest of the Board in a timely fashion.
 - iii. Pass on information to your legislators in advance of hearings or the session.
- b. Assume first that the work of the Executive Director and staff are happening with the best interests of the counties in mind. If rumors or problems arise, communicate those openly to the Executive Director or Association President. Surprises erode trust.
- c. Assist in prioritizing the time and resources of the Executive Director and staff to ensure timely and appropriate work is accomplished.

Board of Directors

Conflict of Interest

Adopted, May 2015

Pursuant to IRS Form 990, Part VI, Section B, question 12, the Board of Directors has adopted the following conflict of interest policy:

Definition: A conflict of interest arises when a person in a position of authority over the WCCA may benefit financially or directly from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.

Individuals Covered: Persons covered by this policy are the WCCA's Board of Directors and Executive Director.

Disclosure: Persons covered by this policy will annually disclose or update to the Board Chair on a form provided by the WCCA their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.

Managing Conflict(s): For each interest disclosed, the Board Chair will determine whether to take no action, assure full disclosure to the Board of Directors and other individuals covered by this policy, or preclude the person from participation in related discussions or decisions within the organization.

Dues

Adopted, May 2016

Updated, May 2022

Pursuant to Article VII of the WCCA By-laws, the Board of Directors has adopted the following dues formula:

- a. Determine total WCCA dues to collect for the fiscal year. Currently \$475,000 for FY23 and beyond unless changed.
- b. Divide total dues into five categories as follows:
 - i. 10% based on the proportion each county's population relates to the state's total population using the most recent official census from the U.S. Census Bureau or, if available, the most recent official census estimates from the U.S. Census Bureau.
 - ii. 20% based on the proportion each county's assessed value relates to all counties total assessed value.
 - iii. 20% based on the proportion each county's Sales and Use tax revenue relates to
 - iv. the total Sales and Use tax revenue in the state.
 - v. 25% based on the proportion each county's Payment in lieu of Taxes revenue (PILT) relates to the total PILT payments to all counties.
 - vi. 25% based on the proportion each county's Direct Distribution payment relates to the total direct distribution to all counties.
- c. The sum of the above five categories equals the total dues invoiced to each county for the coming fiscal year.

Finances and Assets

Accounting

Pursuant to Articles V, VII, VIII of the WCCA bylaws, the Board of Directors has adopted the following policies related to financial documents:

Check Signing

Adopted, May 2015

Persons eligible to sign checks on behalf of the WCCA include the President, Vice President, Treasurer, Executive Director, and, if necessary, a member of the Laramie County Board of Commissioners to ensure timely signing of bills. An electronic approval by one of these members is enough to satisfy the dual signature requirement in the case of electronic funds transfer for payroll purposes.

Financial Statements and Account Reports

Adopted, April 2014

The Executive Director is responsible for the generation of monthly financial statements that outline the WCCA's financial position, and activity relative to the budget. Monthly reports shall be distributed to the Executive Committee. Quarterly reports shall be distributed to the full Board of Directors. Year-end reports shall be made available on the WCCA's members' only website portal or other electronic format available for membership review.

Financial Review and Audit

Adopted, September 2014

The Board of Directors shall appoint an internal Financial Review Team (FRT) that will annually evaluate the WCCA's financial position, reports, and internal controls. The FRT report shall be made available to the Executive Director and Executive Committee for recommendation of changes to the Board of Directors.

Generally Accepted Accounting Principles

Adopted, April 2014

The WCCA shall, to the maximum extent possible, follow GAAP standards, including the following:

- a. Financial statements shall be on an accrual basis.
- b. Expenses shall be capitalized only for items greater than \$500 in value and with at least 1 year of useful life.

Budgets

Adopted, May 2015

Pursuant to Articles V and VII of the WCCA's bylaws, the Board of Directors has adopted the following policy related to the development of the budget:

The Treasurer, in conjunction with the Executive Director and the Executive Committee, shall prepare a proposed budget for presentation to the Board of Directors at the WCCA's Spring Meeting. In the case of a cancellation of the Spring Meeting, the Board of Directors shall meet to approve the budget in a place designated by the Executive Committee no later than June 15.

Credit Card Usage

Adopted, May 2015

Pursuant to Article VII of the WCCA's bylaws, the Board of Directors has adopted the following policy related to use of the WCCA credit card:

To the maximum extent practicable, WCCA expenses should be direct billed for easier auditing. WCCA credit cards may be used exclusively for business purposes. Cardholders may not use WCCA credit cards for personal purchases, or to guarantee stand-alone personal reservations of any kind (e.g., hotel, airline, rental cars).

Executive Director Compensation

Adopted, May 2015

Pursuant to IRS Form 990, Part VI, Section B, question 15, and Articles V and VII of the WCCA's bylaws, the Board of Directors has adopted the following policy on Executive Director compensation:

Following the annual performance appraisal, the Executive Committee shall evaluate compensation packages of comparable association executive positions both within and outside of Wyoming and recommend to the Board any changes in salary. If a change in salary is recommended by the Executive Committee or any member of the Board, the Board minutes shall reflect that such deliberation and decision occurred.

Financial Management

Adopted, May 2015

Pursuant to Article V and VII of the WCCA's Bylaws, the Board of Directors has adopted the following policies regarding the management of Association's cash assets:

Investment Policy: The objective of the investment program is to obtain the maximum possible return on Association funds while assuring adequate protection of invested assets. As a non-profit organization, investments must not be designed for speculation. Under the direction of the Treasurer, operating funds and reserve funds may be invested according to the following guidelines:

Operating Funds: The purpose of operating funds is to provide for the immediate financial obligations of the WCCA. The primary objective of investing these funds is to maintain liquidity and the preservation of capital. Allowable investment tools include checking and savings accounts in federally insured banks and Savings & Loans, FDIC insured money market funds, and Federally-Insured Certificates of Deposit. Maturation must be less than one year.

Reserve Funds: The purpose of reserve funds is to improve the return on funds held for expenditure over the next one to five years, while managing investment risk. The primary objective of investing these funds is to preserve capital and improve returns while maintaining short term liquidity. Allowable investment tools include checking and savings accounts in federally insured banks and Savings & Loans, FDIC insured money market funds, Federally-Insured Certificates of Deposit, and direct obligations of the U.S. government, its agents, or instrumentalities. Maturation may be greater than one year, but no more than three years.

Savings Reserve: A reserve may be established to meet the needs of the Association with the goal of maintaining six months of operating expenses. The reserve may be used for operating or capital purposes. An operating use of the reserve is intended to sustain the basic operation and core member services during a short-term downturn. A capital use of the reserve is intended for the purchase of large assets or a source of emergency funding due to extraordinary expenses and shall be repaid as soon as possible. The Executive Director, with Board approval, will allocate excess operating cash, if available, to the reserve after the fiscal year end close. The reserves will be invested per the Association's investment policy.

Insurance

Adopted, May 2015

Pursuant to Article V of the WCCA's bylaws, the Board of Directors has adopted the following policy regarding insurance coverage:

Liability Insurance: The Executive Director will negotiate and recommend Liability Insurance to the Executive Committee for approval. This insurance should be enough to protect the Association's assets from general exposures.

Directors and Officers Insurance: The Executive Director will negotiate and recommend Directors and Officers Insurance to the Executive Committee for approval. This coverage should protect the Board of Directors and the Executive Director from liability and legal defense costs associated with the decisions of the Board of Directors.

Fidelity Insurance: The Executive Director will negotiate and recommend fidelity insurance enough to cover the Association for loss resulting from fraudulent or dishonest acts committed by an employee whether acting alone or in collusion with others.

Non-Dues Revenue

Adopted, May 2015

Updated, May 2024

Pursuant to Article III of WCCA's bylaws, the Board of Directors has adopted the following policies regarding non-dues revenue:

General: The activities associated with the generation of non-dues revenue shall not conflict with the WCCA's bylaws or policies.

Business Partners:

- a. Pursuant to Section 3(c) of Article III of the WCCA's bylaws, the Board of Directors adopted a Business Partners Code of Conduct on April 13, 2011. See Appendix A.
- b. The WCCA may expend Business Partner revenue on Commissioner and staff travel, legal actions, technical support, capital construction and expenditures, membership dues, vehicle expenses, and as otherwise determined by the WCCA Board of Directors.
- c. Business Partner support levels shall, at a minimum, be \$5,000, \$7,500, and \$10,000.

Federal Natural Resource Policy Account (FNRPA): The WCCA will manage all FNRPA monies according to the guidelines of W.S. 9-4-218(a). The Executive Director will keep detailed books on the expenditures of the FNRPA account and annually present to the Board on those expenditures and future goals for FNRPA spending in conjunction with the annual budget meeting of the WCCA.

Meetings:

- a. The WCCA shall raise funds as necessary to cover expenses associated with the Annual Meeting and the Legislative Conference. The WCCA may charge a reasonable registration fee to members and guests for these conferences.
- b. The host county shall raise funds as necessary to cover expenses associated with the spring meeting and biannual winter meeting.
 - i. Any funds raised in excess of expenses by a host county shall be deposited in the WCCA's general fund for purposes of ad hoc meeting expenses.
 - ii. Any shortfall of funds raised is the responsibility of the host county.

Meetings

Antitrust Avoidance

Adopted, May 2015

The WCCA exists to advance the interests of counties at the state and federal level, and to promote sound county governance through networking, training, and shared experience. Recognizing that counties are a large purchaser of equipment and services from the private sector, the Board of Directors has adopted the following policy regarding antitrust avoidance:

The WCCA's Executive Committee, Board of Directors, committees, and general membership will refrain from any discussion discouraging or withholding patronage or services from or encouraging exclusive dealing with any supplier or purchaser or group of suppliers or purchasers of products or services, any actual or potential competitor or group of actual or potential competitors.

Expense Reimbursement

Adopted, May 2015

Attendance at state and federal meetings, hearings, and official proceedings is an important function of the Executive Director, Executive Committee, Board of Directors, and general membership. In accordance with that importance, and pursuant to Article VII of WCCA's bylaws, the Board has adopted the following travel reimbursement policy:

Eligibility: The Executive Director and Executive Committee are entitled to reimbursement for all WCCA related travel, except in the case of NACo and WIR. General members are entitled to reimbursement for attendance at meetings when their attendance is specifically and exclusively requested by the Executive Director or Executive Committee.

Reimbursement Form and Receipts: All members seeking reimbursement for travel related expenses will submit to the WCCA the expense reimbursement form (see Appendix B) within 30 days of travel. Receipts for expenses (meals, lodging, mileage, or other public conveyance) must be attached for reimbursement.

NACo and WIR: The appointed NACo representative is entitled to reimbursement for travel to NACo sanctioned events annually, which include the Legislative Conference and Annual Meeting. The appointed WIR representative is entitled to reimbursement for travel to the annual WIR meeting. The WCCA President and Executive Director are entitled to reimbursement for travel to all NACo and WIR events, including National Council of County Association Executive meetings. General members are not entitled to reimbursement for these meetings absent written request and approval of reimbursement assistance from the Executive Committee and based upon availability of funds.

Meeting Frequency

Adopted, May 2016

In accordance with Article VI of WCCA's Bylaws, the Board of Directors has adopted the following policy on meeting frequency:

In addition to the required Annual Meeting, the WCCA shall meet annually during the legislative session for purposes of establishing the Association's legislative priorities. Additionally, the WCCA shall meet in the spring during odd years and in the winter for purposes of electing officers in the even years.

Voting Procedure

Adopted, January 2015

Updated, May 2017

Updated, May 2018

Updated, June 2020

In accordance with Article VI of the WCCA's Bylaws, the Board of Directors has adopted the following voting procedure for determining legislative priorities:

The Executive Director shall present all bills of interest pending before the state legislature or legislative committee to the bill review committee at a time and in a place established by the President. The bill review committee shall determine if the bills presented should be discussed by the full membership. Any member may add bills to discuss from the floor during the full membership bill review.

All bills presented to the full membership shall receive a vote establishing the WCCA's official position on the bill, and the prioritization for lobbying purposes in a one-commissioner, one-vote format. To take a position on any bill, 70% of the voting membership present must agree to support or oppose. If the membership vote tally is between 60% and 70%, an automatic one-county-one-vote recount will occur, whereby 16 counties (comprising 2/3rds majority) are necessary to take a position. If the threshold is not reached in either case, the WCCA takes no official position.

Litigation

Adopted, June 2020

The WCCA, will, when appropriate, engage in litigation on behalf of its members and their interests. The following policy is intended to guide the WCCA Board of Directors, membership, and staff in determining when such involvement is appropriate. This policy is not applicable to circumstances under which the WCCA is defending a lawsuit.

I. For the purposes of this policy, “litigation” means:

- a. Bringing a lawsuit;
- b. Intervening¹ in an existing lawsuit; or
- c. Submitting an *amicus curiae*² brief.

II. Any Board of County Commissioners who is a member of WCCA may submit a request to the WCCA Executive Director for the WCCA to engage in litigation on behalf of WCCA member or members. The request must be in writing and include:

- a. Whether the request is to bring a lawsuit, intervene or submit an *amicus* brief;
- b. A description of the legal matter or existing lawsuit, including parties, issues and timeline or briefing schedule, where appropriate;
- c. The statewide significance of the litigation to counties;
- d. An explanation of the value the WCCA's involvement may add if the request is for intervention or an *amicus* brief; and
- e. A report from the requesting member's county attorney if appropriate.

III. The Executive Director may propose engaging in litigation on behalf of the WCCA's member or members to the Board of Directors. Such a proposal must be in writing and include the information listed in Section II.

IV. The Executive Director shall submit the request or proposal to the WCCA standing committee which, in the Executive Director's discretion, has jurisdiction over the issues, or majority of issues, involved in the litigation (the Committee).

- a. The Committee shall consider whether the WCCA's involvement in the litigation is appropriate considering the following:
 - i. The statewide significance of the litigation to counties;
 - ii. Whether litigation requires retaining private counsel or whether litigation will be managed by the WCCA in-house counsel;
 - iii. The time, funds and resources necessary to participate in the litigation, including whether participation will require outside legal counsel; and
 - iv. The specific contributions the WCCA's involvement would add if the request is for intervention or submission of an *amicus* brief.
- b. If a majority of the quorum of the Committee members vote to participate in the litigation, the Executive Director shall forward the request to the WCCA Board of Directors (the Board).

V. The Board shall consider whether the WCCA's involvement in the litigation is appropriate considering the factors listed in Section IV.a. above.

VI. If at least sixteen (16) Board members vote to participate in litigation, the Board shall:

- a. Appropriate funds for and authorize the Executive Director to contract with outside counsel to represent the WCCA in the litigation;
- b. When the matter is natural resource-related, authorize the Executive Director to direct the WCCA's natural resource counsel to represent the WCCA in the litigation;
- c. When the matter is not natural resource-related, authorize the Executive Director to direct the WCCA's in-house counsel other than the natural resource counsel, if any, to represent the WCCA in the litigation; or

d. Authorize the Executive Director to take any combination of the actions listed above.

VII. When the WCCA participates in litigation pursuant to this policy, it may partner with other entities or individuals with similar interests and objectives.

¹ When a party “intervenes” they become a party to an existing legal action. A party must request intervenor status and, if their request is granted, they are treated as a full participant in the action.

² *Amicus curiae* means “friend of the court.” An *amicus* brief is a brief submitted by an interested party with permission from the court to provide suggestions, additional information, support for counsel and broader or different perspectives than those provided by parties to the litigation.

Miscellaneous IRS Policies

Document Retention

Adopted, May 2015

Pursuant to IRS form 990, Part IV, Section B, question 14, the Board of Directors has adopted the following policy regarding document retention:

The Executive Director, in consultation with appropriate accounting and legal professionals, shall create and adhere to a document retention schedule. See Appendix C for the current schedule.

Vehicle Use

Adopted, May 2015

Pursuant to IRS publication 15-B on employee fringe benefits, the Board of Directors adopted the following policy on the use of WCCA owned vehicles:

WCCA owned vehicles are provided for the exclusive business use of employees and may not be used for personal reasons other than for *de minimus* purposes. In some cases, the Board requires employees to commute in WCCA owned vehicles to protect the Association asset from theft, damage from inclement weather, and repossession due to long term parking restrictions.

Whistleblower Protection

Adopted, May 2015

Pursuant to IRS form 990, Part IV, Section B, question 13, the Board of Directors has adopted the following policy regarding whistleblower protections:

Definition: In accordance with Sarbanes-Oxley, the WCCA defines whistleblower as one who reveals wrongdoing within the Association to the public or those in positions of authority.

Reporting: Employees that reasonably suspect violation of any federal, state, or local law or regulation, including any financial wrongdoing, should report these suspicions to the Executive Director. If the Executive Director is suspected in the wrongdoing, then the employee should report directly to the Association President.

Financial Wrongdoing: Financial wrongdoing includes, but is not limited to questionable accounting practices, fraud or deliberate error in financial documents or record-keeping, misrepresentations to the Board including intentional deviation from full reporting.

Confidentiality and Retaliation: In order to promote internal resolution of potential wrongdoing, employees are encouraged to report internally before any external reporting. If any employee reports in good faith either internally or to local, state, or federal agencies what he/she believes to be a violation of the law or financial wrongdoing, no retaliation shall be taken against the employee, and the employee's confidentiality will be respected to the maximum extent practicable.

Staff

Leave

Updated, September 2020

Adopted, May 2015

Full time employees are entitled to annual vacation, sick, and compensatory time as outlined in this manual.

Vacation: Employees earn vacation with pay based on the total number of years the Association has employed an employee, with the employee's date of hire as an anniversary date. Full-time employees will accumulate vacation monthly according to the following schedule:

Length of Service	Hours per Month	Days per Year	Allowable Hours Carry Over
1 st and 2 nd year	8 hours/month	12	80 hours
3 rd and 4 th year	10 hours/month	15	100 hours
5 th year +	12 hours/month	18	120 hours

On June 30 of each year of which an employee has accrued their maximum allowable carryover of vacation, any amounts over the allowable carry over must be used or will be forfeited without compensation by the employee. Starting July 1 of each year, the employee will begin to accrue vacation time over their carry over allowance. Upon separation, the employee will receive compensation for vacation time earned but not taken consistent with the carryover and monthly accrual policy as stated above.

Sick and Family Leave: Sick and family leave is a benefit granted to the employee in case of employees' sickness or injury, pregnancy, childbirth, attending the birth or adoption of a child, to care for the employees' spouse, child or parent who has a serious medical condition or illness, or death of an immediate family member. Sick and family leave is accumulated monthly at the same rate as vacation based upon years of service. 320 hours of sick and family leave can be carried over by a full-time employee. Upon separation, the employee will receive compensation for the unused sick and family leave earned (at a maximum of 320 hours) at one half of the rate. Example: if 20 days (160 hours) accrued upon separation, employee is compensated for 10 days (80 hours).

Unpaid Sick and Family Leave: An employee who has been employed by the WCCA on a full- time basis for at least 12 months is eligible to receive up to 160 hours of unpaid sick and family leave in case of employees' sickness or injury, pregnancy, childbirth, attending to the birth or adoption of a child, to care for the employees' spouse, child or parent who has a serious medical condition or illness, or death or an immediate family member. Employees requesting unpaid sick and family leave must provide the Executive Director as much advance notice as possible, preferably at least 30 days. While using unpaid sick and family leave, the WCCA will maintain the employees' health coverage on the same terms as if the employee continued to work. Employees will not receive accumulation of sick or vacation days or retirement benefits while on unpaid sick and family leave. Upon return from unpaid sick and family leave, eligible employees will be restored to their original position.

Parental Leave: An employee who has been employed by the WCCA on a full-time basis for at least 12 months is eligible to receive up to 160 hours of paid parental leave per year for childbirth, to attend the birth of an employees' child, caring for the child after birth (within one year after birth) and/or for the placement of a child with an employee for adoption or foster care (within one year after placement). Parental leave may not

be taken in units of less than one full day. An employee may not use more than 160 hours of parental leave per qualifying event in any 12-month period.

Compensatory Time: All full-time employees are eligible to receive comp time for overtime work at a rate of hour for hour when overtime work occurs on weekends or recognized holidays. Employees that work overtime on a normal workday that does not include an overnight stay will accrue comp time at an hour for hour rate. Employees that work overtime that requires an overnight stay will accrue comp time at an hour for hour rate of actual work, or four hours per overnight stay, whichever is greater. Travel time is not included in compensatory time.

Benefits

Adopted, May 2015

Updated, June 2020

Insurance: All full-time employees shall receive health insurance provided by the Association. The WCCA health insurance plan consists of health, dental and vision coverage for full-time employees and their spouse and family. Premiums paid by employees determined by annual Board budget approval.

Retirement: The Wyoming County Commissioners participates in the State retirement program. All full-time employees are eligible in the State retirement program with contributions as determined by annual Board budget approval.

Deferred Compensation: The WCCA participates in the State voluntary deferred compensation plan. Through this plan, employees may defer a portion of their income to provide returns on investment. Withdrawal is triggered by termination of employment or retirement. Contributions may be made on a pre- or post-tax basis.

Holidays: The WCCA office observes all federal, state, and county holidays.

Appendix A

*Wyoming County Commissioners Association
Business Partner Code of Conduct
Adopted by the Board of Directors April 13, 2011*

In order to promote trust, confidence, and integrity in the WCCA, WCCA Business Partner members are expected to maintain the highest standards of professional conduct and ethical behavior.

Business Partners agree that the partner is not a voting member of the Association and has no rights over the policies and positions that may be adopted by the Association, governance, budget, income, or assets of the Association.

Business Partners agree that Partner is eligible to attend WCCA Committee meetings, receptions, task force meetings and other WCCA functions at the invitation of a member of the Executive Committee, Committee Chairperson, Task Force Chairperson or Executive Director.

Business Partners agree that the WCCA Board members make all decisions based upon the best interests of WCCA, and Business Partners will be not be given any preference or special treatment in any of the member counties due to their affiliation as a Business Partner of the WCCA.

Violation of this Code may be grounds for the membership to be immediately terminated and forfeiture of the remainder of the partnership fee.

Business Partners shall recuse themselves from discussion matters where they have or appear to have a conflict of interest or personal/corporate stake in the outcome.

Business Partners shall act in good faith in conducting themselves at all WCCA functions that they attend.

Name

Date

Appendix B



Commissioner Travel Reimbursement Form

Name:		Office Use Only:	
Mailing Address:		Expense Period:	
Purpose for Travel:		Approved By:	
Date	Expense	Details	Amount
Example: 1/2/26	Airfare	Flight to D.C.	\$439
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Reimbursement Owed			\$ -

Appendix C

Document Retention Schedule

Item	Amount of Time
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years



Wyoming County Commissioners Association

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