

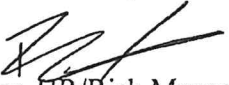


MEMORANDUM

... from H.R./Risk Management

TO: Board of Campbell County Commissioners
Kelley McCreery, Chairperson
Jim Ford
Scott Clem
Bob Jordan
Jerry Means

FROM: Susan Goff
Administrative Coordinator, HR/Risk Management

Brandy Elder 
Executive Director, HR/Risk Management

DATE: August 4, 2025

SUBJECT: Project Search Room Request

Campbell County is participating in the Project Search program, beginning in the fall of 2025. Project Search is an international, one-year, business-led, unpaid internship program for students with disabilities, typically in their last year of high school or between the ages of 18-30, this takes place entirely at a host business site, providing career exploration and job skills development. Campbell County already has at least 5 departments excited to be hosting students next school year.

To contribute to the success of the program, students need a place to gather in the morning as a group as well as to organize throughout the day. Project Search staff will be overseeing, coordinating transportation and checking in on these students.

The staff and students of Project Search are seeking a space to use for the next school year and hopefully for years to come. This space would be furnished by the staff. Project Search will be operating with the same scheduling parameters as the school district, but staff may need access other hours as well.

We would like to request the use of Room 127 in the Campbell County Courthouse Basement. The group would use the main room and 2 adjoining offices. This would not affect the Attorney's storage room or access to it. We chose this area due to the location and proximity to the elevator, stairs and restrooms.

Thank you for your consideration of these revisions. I look forward to answering any questions you may have.

MEMORANDUM OF UNDERSTANDING CAMPBELL COUNTY SCHOOL DISTRICT- PROJECT SEARCH

This Memorandum of Understanding (MOU) is made and entered into this by and between Campbell County, 500 S. Gillette Avenue, Gillette, Wyoming (County) and the Campbell County School District Special Programs, 525 W. Lakeway Road, Gillette, Wyoming (CCSD).

BACKGROUND

Campbell County is participating in the Project Search program, beginning in the fall of 2025. Project Search is an international, one-year, business-led, unpaid internship program for students with disabilities, typically in their last year of high school or between the ages of 18-30, this takes place entirely at a host business site, providing career exploration and job skills development. Campbell County already has at least 5 departments excited to be hosting students next school year.

PURPOSE

This MOU sets forth the terms and conditions under which County and CCSD will work in cooperation to ensure the success of the program for the departments and the participants. It is created to provide clarification of roles and responsibilities relating to the delivery of these services in Campbell County.

SCOPE

The scope of this MOU includes the roles and responsibilities of both parties through out the program.

TERM

This MOU is effective upon the day signed by the last party and shall remain in effect until terminated by one of the parties upon sixty (60) days written notice to the other party.

PAYMENT

No payment shall be made to either party by the other party because of this MOU.

RESPONSIBILITIES OF THE COUNTY

1. Provide space in the Campbell County Courthouse for program participants and staff to meet, utilize as an office, and break area.
2. Provide work opportunities for participants.
3. Provide appropriate liability coverage for Project SEARCH students, staff and property.

4. Ensure that all student information shared will remain confidential and not be shared with any other entities.

RESPONSIBILITIES OF THE CCSD

1. CCSD will make all reasonable efforts to maintain property daily, follow all procedures and expectations of County facility policies.
2. Provide appropriate liability coverage for Project SEARCH students, staff and property.
3. Share student demographic information needed to ensure student and staff liability coverage between both entities.

GENERAL PROVISIONS

A. Amendments. Either party may request changes to this MOU. Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

B. Applicable Law. The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be the Sixth Judicial District, Campbell County, Wyoming.

C. Entirety of Agreement. This MOU, consisting of three (3), pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.

E. Severability. Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

F. Sovereign Immunity. County and CCSD and their respective governing bodies do not waive their sovereign immunity by entering into this MOU, and each fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

G. Third Party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of a third-party beneficiary, and this MOU shall not be construed to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to this MOU and shall inure solely to the benefit of the parties to this MOU. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU. The parties to this MOU intend and expressly agree that only parties signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.

PROGRAM PARTICIPANTS

Either party, County or CCSD, entirely within their own discretion, may remove a participant from the program. If a participant is removed from the program, the County and CCSD shall communicate and regarding the removal of the participant.

SIGNATURES.

In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

CAMPBELL COUNTY



KELLY MCCREERY, CHAIRMAN
CAMPBELL COUNTY COMMISSIONERS

8/5/2025
Date

CAMPBELL COUNTY SCHOOL DISTRICT

Date