

*****PENDING - SUBJECT TO CHANGE*****

**MINUTES
CENTRAL UTAH COUNSELING CENTER
AUTHORITY BOARD MEETING**

DATE: **January 8, 2025**

PLACE: **Steve's Steakhouse
1170 South College Ave
Richfield, UT 84701**

TIME: **4:30 PM**

PRESENT: **Commissioner Scott Bartholomew, Commissioner Dennis Blackburn, Commissioner Ralph Brown, Commissioner Vicki Lyman, Commissioner Marty Palmer, Commissioner Sam Steed, Nathan Strait, Richard Anderson, Chad Williams, Anna LaDamus, Jared Kummer, Lynnette Robinson, Holly Kunzler, Jace Ellsworth, Christian Matthews, Julie Lynn, Samantha Payne**

EXCUSED:

I. APPROVAL OF MINUTES:

A motion was made by Commissioner Ralph Brown to approve the minutes of the December 11th, 2024 Authority Board Meeting. The motion was seconded by Commissioner Scott Bartholomew. Votes by voice included Commissioner Vicki Lyman, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Sam Steed, Commissioner Dennis Blackburn, and Commissioner Marty Palmer. Motion carried.

II. PUBLIC COMMENT PERIOD:

No public present.

III. ELECTION OF BOARD CHAIR/VICE CHAIR:

Nathan Strait stated election of board Chair and Vice Chair is a formality of the bylaws at the first meeting in January.

A motion was made by Commissioner Scott Bartholomew to elect Commissioner Marty Palmer as the Chair and Commissioner Sam Steed as the Vice Chair. The motion was seconded by Commissioner Vicki Lyman. Votes by voice included Commissioner Vicki Lyman, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Sam Steed, Commissioner Dennis Blackburn, and Commissioner Marty Palmer. Motion carried.

IV. INDEPENDENT AUDIT REPORT:

Rick Roberts and Gabe Miller with Kimball and Roberts, PC presented their independent audit findings and rendered an unmodified opinion on the financial statements. They stated that the statements fairly and materially represent the financial position of the business-type activities as of June 30, 2024, and the changes in financial position and cash flows, where applicable for the fiscal year ending June 30, 2024. These are in accordance with the accounting principles generally accepted in the United States. No misstated or misleading statements were identified. They reviewed the notes section, which gives a condensed summary of year-to-year changes of the basic financial statements and the statement of net position/proprietary. They then briefly reviewed the financial statements, beginning with the Statement of Net Position, which shows the current assets and liabilities. Commissioner Blackburn asked about the type of accounting that was being viewed. He stated the business-type financial presentation is a little different than what is used in Six County that picks up full accrual, payables, receivables, long-term debt, and assets. Gabe explained that it presents more like a trader's business than a governmental entity. Funds must be converted so there are not as many details. The Statement of Net Position was reviewed. This report is similar to a Balance Sheet and shows net position decreased by \$2.2 million. Richard Anderson stated this is due to reserve funds used to finish the Richfield clinic and unreconciled Medicaid payments. Of the \$2.2 million, \$1.76 million was allocated to Sevier County Municipal Building Authority (MBA) for the Richfield clinic. The Statement of Cash Flows was reviewed. It summarizes cash coming in and going out. Beginning cash was \$6.8 million and ending cash was \$3.9 million, which follows the trend of the income statement. Capital assets schedules were reviewed. The Richfield building was capitalized from construction in progress to buildings and will begin depreciating. The admin building has \$799,000 in construction in progress and will also be capitalized and begin depreciating upon completion. Debt from the building addition was added to debt service requirements. These requirements and reserves restricted by bonds can be reviewed when looking at the budget and cash needs for the respective year. Notes regarding the net summary of lease liability additions and deletions and the pension liability were discussed. The pension liability is a state retirement obligation that must be recorded in the financials. It increased by approximately \$260,000. Rick discussed the combining financial statements for mental health (MH) and substance use disorder (SUD) funds, along with the combined budget, and the department budgets. Rick also mentioned that there are other entities that have not been able to complete their financial statements because they cannot reasonably estimate due to the issues with Medicaid. The Independent Auditors' Report on Internal Control of Financial Reporting was presented. Rick explained that they do not test internal controls specifically during an audit unless they are there for a single audit, which has a separate report. However, no material weaknesses or deficiencies in the internal controls were identified. The Office of the State Auditor requires a report on State Compliance to check for deficiencies, material weaknesses, or both within the Center's internal control over financial reporting. Areas such as bonding, budgetary compliance, fraud risk assessment, and Utah Retirement Systems (URS) compliance are reviewed. No instances of noncompliance were found. Rick stated the audit turned out really well, and he expressed appreciation to the staff. Lynnette Robinson will retire in 13 months, and Julie Lynn is taking a role in preparing for the audit. The audit itself requires three to four days of field work and preparation. Lynnette and Julie spent over two weeks preparing for the audit, specifically, but it really is an ongoing process completed all year. The efficiency of Pelorus was noted, and Gabe emphasized that audits go as well as the information you are able to obtain in a timely manner. Commissioner

Marty Palmer complimented the staff for their cooperation in helping the audit go smoothly. Commissioner Scott Bartholomew inquired about compliance issues within other entities. Rick stated they do find problems that require journal entries in their audits with other agencies. Lynnette mentioned that the state auditors explain what they are looking for, so attending training and being proactive helps with preparation. Richard mentioned that a single audit was not required this year due to low federal funding, which shortened the audit process.

A motion was made by Commissioner Scott Bartholomew to approve the independent audit report as presented. The motion was seconded by Commissioner Dennis Blackburn. Votes by voice included, Commissioner Vicki Lyman, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Sam Steed, Commissioner Dennis Blackburn, and Commissioner Marty Palmer. Motion carried.

V. FINANCIAL REPORT:

Richard presented the fiscal year (FY) 2025 financial report. With 50% of the year gone, MH revenues are slightly ahead. The largest portion of Other Revenue comes from the Central Utah Educational Services (CUES) contract for school-based services (SBS), a Public Employee Health Program (PEHP) rebate, and larger than normal dividends. The county match has not yet been received with the new process. Medicaid reconciliation for last fiscal year and potential funds for this year are still uncertain. A meeting with the actuaries a couple weeks ago revealed their frustration as well. They trust the Center's data more than the state's. FY2024 services will have to be submitted to actuaries for them to develop rates for the coming year. Expenditures for wages, fringe, and travel are tracking slightly ahead for MH at 52%, but SUD is right on target. The travel budget will be spent out on NATCON. Inpatient expenses are about \$200,000 less than budgeted at 30%. However, the amount pending is close to \$500,000. The new normal seems to be right around \$1 million for inpatient. Rent is high because it includes the payment to Sevier County MBA. That payment will become a modified budget line and will be deducted as long-term debt by the auditors. In Capital and Equipment, \$353,000 has been spent in MH. The state provided \$800,000 to finish the Richfield building, and \$44,000 of that has been spent. The funds may also be used on other things such as the architectural fees for the Gunnison Building. Overall, things seem to be trending as expected. The state provided \$316,000 in Mobile Outreach Team (MOT) funding to help fully fund the Mobile Crisis Outreach Team (MCOT). Several agencies in the state have not been using these funds and may transfer them to the Center. The state provided \$500,000 in Receiving Center Services (RCS) funding. The allocation letter actually shows \$3 million.

A motion was made by Commissioner Dennis Blackburn to approve the financial report as presented. The motion was seconded by Commissioner Sam Steed. Votes by voice included, Commissioner Vicki Lyman, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Sam Steed, Commissioner Dennis Blackburn, and Commissioner Marty Palmer. Motion carried.

VI. MCOT REPORT:

Anna LaDamus presented on MCOT, whose motto is, "ANYONE, ANYWHERE, ANYTIME". MCOT has been operational 24 hours per day, 7 days per week, and 365 days per year for 3.5

years. They currently have six therapists on the team, who work three at a time a week on and a week off. They did have three case managers that were shifted back to their teams.

FY2025 statistics from The Department of Human Services (DMHSU) website show 474 services and 179 clients. The services are higher because of client duplication. MCOT keeps clients on their caseload for at least 90 days, per state requirement. Continuous follow-up is provided, especially for those clients not previously engaged in services with the Center. Anna stated the Center's MCOT performs better than most other local mental health authorities (LMHA). Most MCOT services are completed face-to-face, even with being in a rural area. Statistics show that 60% of all services had a follow-up service, whereas 87% of mobile services had a follow-up service. MCOT data shows adults are primarily seen at 85%. Of those, 57% were female and 43% male. Current fiscal year by county shows Juab had 50 services, Millard 58, Sanpete 186, Piute 4, Sevier 270, and Wayne 0. Since July 1, 2024, there have been 577 referrals, and 99 declined services. Declined services can be for a variety of different reasons such as the situation deescalated, the person was taken to the emergency room, etc. Juab County's emergency medical technicians (EMT) are certified as crisis workers. MCOT started in July of 2021 and has seen consistent growth. Anna spoke of the crisis continuum of care. Clients in crisis need someone to talk to. The nationwide 988 crisis line and the Utah Crisis Line are available 24/7/365. The Utah Crisis Line is housed at the Huntsman Mental Health Institute at the University of Utah. The Center's MCOT team is dispatched from the Utah Crisis Line. Some of the other LMHAs have opted to have the calls go directly to them. The Center has calls route through the crisis line for several reasons such as the overwhelming amount of calls that come in and spotty cell phone coverage in certain areas. The second step of the crisis continuum of care is someone to respond, which is MCOT. Somewhere to go would be the emergency room or a receiving center. The final step is follow-up, which is MCOT or an outpatient team.

Commissioner Vicki Lyman asked if there is a certain time that has an uptick in services. Anna feels like it has been more unpredictable than ever. Anna explained Crisis, Response, and Plan (CRP) and how it helps clients in crisis. CRP allows the client to break down the crisis with five sections: warning signs and what triggers you, what they can do on their own to help such as listening to music or going for a walk, their reasons for living, social supports, and professional support such as 988, the Center, and the emergency room. Anna stated CRP also stands for Compassion, Respect, and Patience. MCOT uses this as well with compassion for clients and each other: respect for clients, law enforcement and other agencies, and other people that you work with: and patience for and with the clients. Anna provided examples of incidents that were deescalated by MCOT. Commissioner Dennis Blackburn asked how or when law enforcement is needed. Anna said the Utah Crisis Line calls law enforcement for someone who is verbally aggressive, unknown to the team, or someone under the influence. Dispatch also screens the calls as they come in. Richard stated he does not have hard data but would hate to see the increased cost of inpatient without MCOT.

VII. AUTHORITY BOARD BYLAWS APPROVAL:

Nathan presented the updated Authority Board Bylaws. The commissioners are required to sign these bylaws every year.

A motion was made by Commissioner Dennis Blackburn to approve the Authority Board Bylaws. The motion was seconded by Commissioner Sam Steed. Votes by voice included,

Commissioner Vicki Lyman, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Sam Steed, Commissioner Dennis Blackburn, and Commissioner Marty Palmer. Motion carried.

VIII. CONFLICT OF INTEREST FORM REVIEW:

Nathan stated the Authority Board Bylaws require an annual review of the Conflict of Interest Form at the first meeting of the year. The commissioners reviewed the forms they had previously signed, made any updates, initialed, and signed them.

IX. PERSONNEL ACTIONS:

Jace Ellsworth reported that Misty Bliss finished her therapist internship and resigned on December 19th.

X. NATCON 25:

Nathan thanked Julie for completing the NATCON registration and hotel reservations at Home2Suites Philadelphia, which is across the street from the convention center. Richard has the hotel confirmation email and will forward it to the commissioners. The hotels are booked from May 2nd through May 7th. Flight prices have dropped \$100. Commissioners should book their own flights and send in receipts for reimbursement. Richard is waiting for baseball game tickets to become available. He is exploring the possibility of renting a large passenger van for transportation.

XI. CLOSED SESSION:

A motion was made by Commissioner Vicki Lyman to move into Closed Session for the purpose of discussing property or strategy session as provided by Utah Code Annotated §52-4-205. The motion was seconded by Commissioner Dennis Blackburn. Votes by voice included, Commissioner Vicki Lyman, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Sam Steed, Commissioner Dennis Blackburn, and Commissioner Marty Palmer. Motion carried. Roll call of those in attendance included Commissioner Vicki Lyman, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Sam Steed, Commissioner Dennis Blackburn, Commissioner Marty Palmer, Lynnette Robinson, Jace Ellsworth, Jared Kummer, Nathan Strait, Richard Anderson, Samantha Payne, Julie Lynn, Christian Matthews, Anna LaDammus, Holly Kunzler, and Chad Williams.

A motion was made by Commissioner Sam Steed to move out of Closed Session. The motion was seconded by Commissioner Marty Palmer. Votes by voice included, Commissioner Vicki Lyman, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Sam Steed, Commissioner Dennis Blackburn, and Commissioner Marty Palmer. Motion carried.

XII. CLOSED SESSION ACTION:

A motion was made by Commissioner Sam Steed to give CUCC staff the permission to reach out to realtors to pursue property ideas. The motion was seconded by Commissioner Scott Bartholomew. Votes by voice included, Commissioner Vicki Lyman, Commissioner

Scott Bartholomew, Commissioner Ralph Brown, Commissioner Sam Steed, Commissioner Dennis Blackburn, and Commissioner Marty Palmer. Motion carried.

XIII. MEETING SCHEDULE:

A motion was made by Commissioner Scott Bartholomew to meet on February 12th, 2025 to discuss the findings of property ideas from CUCC. The motion was seconded by Commissioner Vicki Lyman. Votes by voice included, Commissioner Vicki Lyman, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Sam Steed, Commissioner Dennis Blackburn, and Commissioner Marty Palmer. Motion carried.

XIV. OTHER:

Nothing to report.

XV. MATTERS FROM THE BOARD:

Nothing to report.

A motion was made by Commissioner Sam Steed to adjourn the meeting. The motion was seconded by Commissioner Dennis Blackburn. Votes by voice included, Commissioner Vicki Lyman, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Sam Steed, Commissioner Dennis Blackburn, and Commissioner Marty Palmer. Motion carried.

The meeting was adjourned at approximately 6:43 p.m.

Samantha Payne, AP Clerk