

**\*\*\*APPROVED\*\*\***

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

**DATE:** **May 14, 2025**

**PLACE:** **Central Utah Counseling Center  
282 S 100 E  
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, Jace Ellsworth, Christian Matthews, Kory Meacham, Samantha Payne**

**EXCUSED:** **Julie Lynn**

**I. APPROVAL OF MINUTES:**

A motion was made by Commissioner Vicki Lyman to approve the minutes of the March 12th, 2025 Authority Board Meeting, with the corrections noted. The motion was seconded by Commissioner Sam Steed. Votes by voice included Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Vicki Lyman, Commissioner Sam Steed, Commissioner Dennis Blackburn, and Commissioner Marty Palmer. Motion carried.

**II. PUBLIC COMMENT PERIOD:**

There was no public present in the meeting.

**III. FINANCIAL REPORT:**

**A. FY2025 Financial Report** - Richard Anderson presented the fiscal year (FY) 2025 financial report, initially indicating plans to utilize reserves for the administration building. However, both Lynnette Robinson and Richard agree that withdrawing funds from reserves will likely not be necessary this year. With 83% of the fiscal year elapsed, Medicaid capitation for mental health (MH) stands at 96%, making it our largest revenue stream and placing us ahead of projections. The reconciliation process following the wind-down from the public health emergency, along with Provider Reimbursement Information System for Medicaid (PRISM) implementation, is now allowing funds to flow into our accounts. Regarding American Rescue Plan Act (ARPA) funds, we successfully expended approximately \$780,000, with \$250,000 returned. Substance use disorder (SUD) revenues remain below expectations, partially due to ARPA funding

being allocated across both SUD and MH services. However, we anticipate revenues exceeding expenditures for the year, as we are now seeing delayed payments from prior years begin to flow in. Medicaid fee-for-service (FFS) revenue is exceeding budget projections with SUD at 445% (\$133,602) and MH at 227% (\$181,919.74). This increase is largely attributed to bringing billing in-house, a transition that has proven beneficial. Tammy Arellano has played a key role in optimizing revenue collection, and we are incorporating this into our tentative budget moving forward. Wages and fringe benefits are tracking slightly higher than budgeted, particularly in MH (87%) compared to the 83% fiscal year progression. Travel costs do not yet fully reflect National Conference (NATCON) related expenses. On the expenditure side, inpatient costs appear more controlled, though invoicing and payment processing delays continue to cause some lag. Rent increased due to the Community Impact Board (CIB) payment for the Richfield location. Capital & equipment is currently at 42% utilization, serving as an adjustable line item. Emergency/observation services exceeded budgeted expectations, reaching 236%, primarily due to unplanned assistance for a homeless individual. The budget initially allocated \$1,000, but actual expenditures amounted to \$1,300 more than anticipated.

**A motion was made by Commissioner Scott Bartholomew to approve the FY2025 financial report as presented. The motion was seconded by Commissioner Ralph Brown. 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.**

**B. FY2026 Tentative Budget** - The state prepared a spreadsheet to calculate our Medicaid match at this point in time. Since the Medicaid match is based on consensus, it remains subject to change. For FY2026, Medicaid capitation is set at \$7.4 million, reflecting a \$100,000 increase from last year's request, along with a couple hundred thousand dollars allocated to the SUD side. We are budgeting for an increase of \$255,000 for Medicaid FFS over last year's allocation. At this point, no funds are being budgeted from reserves. A total of \$34,995,460 is budgeted for wages and fringe benefits, which includes a 4% merit and cost of living adjustment (COLA) increase. Commissioner Marty Palmer asked if this consisted of 2% COLA and 2% merit. Richard answered yes, but this could be subject to discussion. Nathan Strait noted that percentage-based adjustments align better with our pay scale model than flat dollar amounts. Travel expenses remain unchanged with a zero-dollar difference from the previous year. There is room in the budget for capital expenditures and equipment, with possible allocations toward reserves. Inpatient care is budgeted at \$1 million, representing a \$100,000 reduction from last year. Rent costs have been adjusted to account for the CIB in Richfield. Further refinements will be made to reflect updated figures and staffing changes. This remains a tentative budget, with additional adjustments anticipated.

**C. FY2025 County Match** - In November, counties were asked to budget for Medicaid match funding. Initially, the budgeted county match was \$446,840. The revised request

has been reduced to \$401,858, which is a decrease across all the counties as follows: Juab \$6,931, Millard \$7,321, Piute \$850, Sanpete \$16,476, Sevier \$12,034, and Wayne \$1,370. The strategy remains to budget conservatively and ideally request less than initially estimated. A comparison of the FY2024 \$451,000 and FY2025 \$401,858 county matches were provided. While state policies and contracts evolve, not all changes necessitate adjustments to county match requirements. Richard noted to Commissioners Marty Palmer and Vicki Lyman that Juab's population will likely surpass Millard in the near future. Commissioner Vickie Lyman mentioned that once the Intermountain Power Project (IPP) completes its projects, Millard's population may decline. She inquired whether rural areas receive additional allocations based on population when the state determines funding distribution. Richard confirmed that a rural differential is factored into these calculations.

**D. Administration Building Bids** - Hogan Construction submitted the highest administration building bid at \$4.4 million. Busk, Inc. submitted the lowest bid at \$2.5 million, though they later identified a \$97,000 omission related to electrical work. Even after correcting for the oversight, Busk remains the low bid at \$2.6 million, which is still higher than the initial target of \$1.8 million. These are reputable contractors with past project experience. Warner & Associates helped build the Nephi building, Tushar Contracting built the Richfield building, and Busk, Inc. built the R6 building. The initial funding plan anticipated a total of \$2,080,000, consisting of \$780,000 in ARPA funds, \$500,000 in receiving center services (RCS) funds, and \$800,000 from the sale of the old Richfield building. However, this plan has faced setbacks, ARPA funding has been lost, the Richfield building has not yet been sold, and the \$500,000 in RCS funds remains available but must be spent by the end of June. These changes present a challenge in securing funding for the project.

#### **IV. AREA PLAN APPROVAL AND SIGNATURE:**

Jared Kummer presented the area plan, which is done on a three year basis. He shared some of the new initiatives. Staff are being trained in the Helping Ourselves Pursue and Experience Success (HOPES) Program that supports clients with severe mental illness, such as schizophrenia, in developing the skills needed for greater independence. Integrated care via the electronic health record (EHR) efforts are underway to enhance integrated care by incorporating doctor information into our EHR, which improves care coordination for clients. Basic needs support is a new initiative that focuses on helping clients access essential resources such as food, housing, and other necessities. Screening questions help identify individuals who require assistance. Case managers can be assigned to provide direct support. The American Society of Addiction Medicine (ASAM) 4th Edition is being utilized to assess SUD clients, ensuring they receive the appropriate level of care based on their individual needs. Recovery court manual update efforts are underway to standardize recovery court procedures centerwide by creating a single, unified manual that ensures consistency across all locations.

**A motion was made by Commissioner Dennis Blackburn to approve the area plan as presented and for Commissioner Marty Palmer to sign the area plan. 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.**

**V. CADCA CONFERENCE TRAVEL APPROVAL:**

Nathan provided an update on a grant that prevention received last year. A key stipulation of the grant requires that they send a group to attend the Community Anti-Drug Coalition of America (CADCA) conference. A total of 14 individuals will be attending, including youth participants involved in coalition efforts led by the prevention team. The total cost for attendance is \$35,746.75, which will be fully covered by prevention funds. Nathan is seeking approval to cover travel expenses for both prevention staff and youth coalition members.

**A motion was made by Commissioner Dennis Blackburn to approve the CADCA conference travel. 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.**

**VI. PERSONNEL ACTIONS:**

Jace Ellsworth provided an update on recent personnel changes. Since March, six employees have left the Center. Khristine Peterson was a Tri-County therapist who transitioned to remote work, better accommodating her family needs. Rodney Nielson was a Sanpete nurse who was terminated, with details to be discussed in closed session. Laura Leavitt was a Tri-County prevention specialist who resigned due to her husband's job relocation to Salt Lake. Sara Ellsworth was a part-time Tri-County therapist intern who completed her temporary position. Holly Kunzler was a Tri-County team leader who retired. Breanne Johnson was a part-time Millard-Juab custodian who resigned. It was noted that an additional therapist will be leaving to work for another provider. Those who left had valid reasons, and retention efforts would not have changed these outcomes. Since March, four new employees have been hired. Jennie Rioja was brought on as a Tri-County case manager, backfilling a previously vacated position. Brityn Simons replaced Laura Leavitt as a Tri-County prevention specialist. Kaytie Oliver replaced Breanne Johnson as a Millard-Juab custodian. Kory Meacham transitioned as a therapist on the mobile crisis outreach team (MCOT) to the Tri-County team leader, replacing Holly Kunzler. A therapist intern will transfer from Sanpete to Tri-County in June. Two advanced substance use disorder counselors (ASUDC) in Tri-County will shift to therapist intern positions in June, allowing them to gain experience on the therapist side. One additional therapist position has been posted to fill a vacancy. Every team was noted to have one nurse assigned.

**VII. HEALTH RETIREMENT ACCOUNT REVIEW:**

Nathan presented on the health retirement account (HRA), which is reviewed every three years per policy. The HRA provides a one-time payment to eligible employees upon retirement, based on years of service and age as follows: 10–19 years of service (ages 62–68) \$10,000, 20–29 years of service (ages 60–68) \$20,000, and 30+ years of service (any age) \$30,000. There are currently five employees who qualify for this benefit, resulting in a total liability of \$90,000.

### **VIII. HOPES BONUS APPROVAL:**

Nathan spoke of the HOPES training that Jared previously presented on. The state allocated a lump sum for this training, and the initial plan was to use grant funding to provide a bonus to employees who completed the certification. However, with the loss of ARPA funds, that money is no longer available. To uphold the commitment and recognize the efforts of these employees, Nathan is seeking approval for a \$200 bonus per person for 12 certified individuals, totaling \$2,400.

**A motion was made by Commissioner Scott Bartholomew to approve the HOPES certification bonus. 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.**

### **IX. NATCON RECAP:**

Nathan asked those who attended NATCON to share their key insights. Commissioners Marty Palmer and Scott Bartholomew attended a session on veterans, where they learned that 6,000 veterans die by suicide annually, which is an alarming rate of 500 per month. Kory noted that MCOT feels the weight of this crisis firsthand and strives to provide timely interventions. Commissioner Sam Steed, attending for the second year, appreciated that many presenters were individuals who once needed help and now assist others. He also valued the opportunity to build relationships with Center staff. Commissioner Dennis Blackburn echoed this sentiment, enjoying the chance to get to know Center staff better. Commissioner Scott Bartholomew, a frequent attendee, appreciated getting acquainted with Center staff but felt many sessions were driven by software and product sales, rather than a dedicated track for commissioners, which previous conferences had. Accommodations were excellent, with easy access to the convention center and Redding Market's vast restaurant selection. Jace, attending his second NATCON, found that many sessions were geared toward clinicians, making it difficult for non-therapists to find relevant content, though the right sessions proved valuable. He highlighted a TED Talk, "No Stray Dog Here", which discussed India's approach to stray dogs and viewing them as community dogs cared for by locals. He found this concept relatable to community support models. Richard attended an MCOT seminar, emphasizing that the goal is not just to prevent the first crisis call, but to reduce future calls through effective interventions. Next year's NATCON will be held in Denver. Nathan plans to explore alternative conferences that may better suit commissioners and focus more on rural healthcare needs. Christian Matthews highlighted relationship-building and the usefulness of several clinician-focused sessions. Specifically, supervision with clinicians and harm reduction paradigm shifts were particularly insightful for him. Jared found a session on SUD disorders impactful, reinforcing the importance of connection in supporting clients. Wives in attendance also enjoyed their experience.

### **X. CLOSED SESSION:**

**A motion was made by Commissioner Scott Bartholomew to move into closed session for the purpose of discussing pending or threatened litigation and/or the character, professional competence of employee(s), 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, Nathan Strait, Richard Anderson, Jace Ellsworth, Lynnette Robinson, and Samantha Payne.**

**A motion was made by Commissioner Scott Bartholomew to move out of closed session. 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.**

**XI. CLOSED SESSION ACTION:**

No action needed

**XII. MEETING SCHEDULE:**

The next Authority Board Meeting is scheduled for Wednesday, June 11th, 2025 at 4:30 p.m., location to be determined. This meeting will also include the budget hearing.

**XIII. OTHER:**

Nothing to report.

**XIV. MATTERS FROM THE BOARD:**

Nothing to report.

**A motion was made by Commissioner Sam Steed to move to close the meeting. 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.**

**The meeting was adjourned at approximately 7:12 p.m.**

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**Samantha Payne, AP Clerk**