

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

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

**DATE:** August 27, 2025

**PLACE:** 175 E. 100 N.  
Fayette, UT 84630

**TIME:** 4:30 PM

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

**EXCUSED:** Commissioner Ralph Brown

**I. PUBLIC COMMENT:**

No Public Present.

**II. APPROVAL OF MINUTES:**

A motion was made by Commissioner Scott Bartholmew to approve the minutes of the June 11, 2025 Budget Hearing and Authority Board Meeting. The motion was seconded by Commissioner Vicki Lyman. Votes by voice included Commissioner Scott Bartholomew, Commissioner Sam Steed, Commissioner Dennis Blackburn, Commissioner Vicki Lyman, Commissioner Marty Palmer, and Commissioner Ralph Brown was absent from the meeting. Motion carried.

**III. 30-HOUR EMPLOYEE POLICY APPROVAL:**

Nathan Strait shared that several employees, particularly parents, have expressed interest in reducing their work hours to 30 per week in order to spend more time with their families, while still maintaining access to health insurance. This feedback prompted the proposal of a new policy allowing for a 30-hour full-time employment option. Nathan noted that workforce expectations have evolved significantly over the past two decades. The proposed policy aims to strike a balance between the needs of CUCC employees, the organization, and its clients. A cost-benefit analysis has been conducted to evaluate the financial and operational impact. Policy overview would include: Employees may request to transition to 30-hour full-time status by submitting a formal request to their team leader. Approval must be granted by both the team leader and the CEO. Health insurance coverage will remain in place, but the employee's premium contribution will increase by

25%, reflecting the reduction in hours. Vacation and sick leave will continue to accrue, but at a proportionally reduced rate. Retirement benefits will remain unchanged. Employees in this category will not receive holiday pay. Expectations regarding direct service hours, meetings, and other responsibilities will remain consistent with those of 40-hour employees. Jace Ellsworth addressed health insurance compliance, confirming that annual testing will ensure adherence to Affordable Care Act (ACA) requirements. CUCC is currently compliant for both the 2025 and 2026 plan years. He also noted that while overall insurance costs will remain stable, the Center will benefit financially from the increased employee contribution toward premiums. Commissioner Marty Palmer inquired whether additional staff would be needed to offset reduced hours. Richard Anderson responded that scheduling would be managed by team leaders, who will prioritize client needs and allocate staff during peak service times. It was further noted that Employees wishing to return to a 40-hour position must receive approval from the team leader, CEO, and CFO, and there must be a demonstrated need for the full-time role. In the event of a reduction in force, 30-hour employees would be subject to termination before 40-hour employees. Commissioner Vicki Lyman commented that employees may become more efficient when working within a 30-hour framework. Commissioner Dennis Blackburn added that the policy could positively impact employee retention.

**A motion was made by Commissioner Dennis Blackburn to approve the 30-Hour Employee Policy as presented. The motion was seconded by Commissioner Sam Steed. Votes by voice included Commissioner Vicki Lyman, Commissioner Scott Bartholomew, Commissioner Sam Steed, Commissioner Dennis Blackburn, Commissioner Marty Palmer, and Commissioner Ralph Brown was absent from the meeting. Motion carried.**

#### **IV. FINANCIAL REPORT:**

##### **A. Analysis of CPI (Consumer Price Index) versus Flat Rate COLA(Cost of Living Adjustment)**

Richard Anderson noted that the August financial report differs from the traditional format, as it falls between the close of the prior fiscal year and the early stages of the current one. Given this timing, he chose not to present a standard financial report, instead using the opportunity to explore other topics relevant to the organization. One recurring topic is the debate over Cost of Living Adjustments (COLA), specifically the merits of percentage-based versus flat-rate increases. Richard acknowledged some hesitancy in presenting this analysis but emphasized that discussing it now could help reduce tension around the issue during the June Budget Hearing, where it typically becomes a focal point. Richard conducted a detailed analysis comparing flat-rate and (CPI)-based COLA models over a 30-year career span. He explained that while flat-rate increases may seem equitable in the short term, they can lead to significant long-term budgetary impacts. Using a hypothetical organizational structure resembling a pyramid, comprising 3 executives, 5 middle managers, and 60 frontline employees, he illustrated the financial implications of a \$1/hour annual raise. In this model, each employee receives a \$2,000 annual raise, totaling \$62,400 over 30 years. However, the percentage

increase varies significantly by salary level: A \$30,000 salary increases by 208%, a \$60,000 salary increases by 104%, and a \$100,000 salary increases by 62.4%. In contrast, applying a CPI-based COLA yields consistent percentage increases across all salary levels: \$30,000, \$60,000, and \$100,000 salary all see a 211.37% increase. Richard concluded that while flat-rate COLAs may appear fair, they disproportionately benefit lower-paid employees and can result in an additional \$32 million in salary expenses over 30 years. This could leave the organization "budget poor" and financially constrained. He also discussed organizational structure, noting that while most resemble a pyramid, our center may be more complex due to the high education level of staff, including many with master's degrees. Nathan suggested our structure includes a fourth level, and Commissioner Scott Bartholomew described some organizations as "top-heavy" or "hourglass-shaped." Nathan added that this was a key reason for implementing the Health Retirement Account, to encourage timely retirements and avoid unsustainable salary burdens. Commissioner Bartholomew emphasized that our organization is unique in its funding and staffing, and that percentage-based COLAs may be more appropriate for us than for others. Nathan and Richard agreed that understanding the long-term implications of COLA decisions is essential for maintaining financial health.

B. Facilities, Vehicles, & Grounds

Richard acknowledged and thanked Nathan for adding this new agenda item. It will help ensure ongoing attention to infrastructure, fleet management, and property-related needs.

C. Approval ARPA AHD Funding

Richard provided an update on the return of ARPA funding, noting that approximately \$237,000 must be expended by the end of the calendar year. These funds have been designated specifically for building-related projects. He reported the successful completion of the roofing project in Nephi and requested board approval for an additional project at the Nephi Residential facility. Due to the tight timeline for spending the funds, Richard asked the board to consider a motion that would allow the organization to allocate ARPA funds in accordance with policy without requiring separate board approval for each individual project.

Nephi Residential Walls, Soffit, and Fascia Repairs

The Nephi Residential building requires exterior improvements. The back of the facility, currently constructed of exposed cinder block, has become an eyesore. The proposed project includes: Installation of hardy board siding, replacement of 26-year-old paint, and upgrades to exterior wall finish, soffit, and fascia. Five contractors were contacted, and two bids were received. RBR Builders with the low bid of \$51,655, and Berry Siding with a bid of \$65,086.

Additional ARPA-Funded Projects

Richard also noted the following proposed expenditures: \$20,000 for installation of an exhaust system for the air handler in the new Richfield building, and approximately \$30,000 for parking lot paving and related improvements. A survey was distributed to

assess funding priorities, and Richard emphasized the ongoing need for improvements at the Ephraim, Nephi, and Delta facilities. Regarding the Ephraim administrative building, a potential remodel was discussed. Richard clarified that while ARPA funds could be used for design fees, the organization is unlikely to initiate physical construction due to the time constraints associated with the funding deadline.

**A motion was made by Commissioner Scott Bartholomew to approve the bids for Nephi Residential, and to allow the allocation of ARPA funds on projects as long as they are in accordance with policy. The motion was seconded by Commissioner Vicki Lyman. Votes by voice included Commissioner Vicki Lyman, Commissioner Scott Bartholomew, Commissioner Sam Steed, Commissioner Dennis Blackburn, Commissioner Marty Palmer, and Commissioner Ralph Brown was absent from the meeting. Motion carried.**

## **V. HUMAN RESOURCES REPORT:**

### **A. New Hires / Terminations**

Jace Ellsworth provided an update on staffing changes since the last board meeting. Christopher “Brooks” Fletcher resigned and has accepted a position with IHC. Janet Reese, formerly on the Prevention Team, has retired. Grace Haskell was hired to fill the vacancy left by Brooks. She has quickly proven to be a valuable asset to the Tri-County team.

### **B. Open Positions**

The previously vacant Maintenance Specialist position has been filled. The new hire is a Master Electrician who resides in Elsinore and had been commuting to Utah County. He will be based primarily in the Richfield office but will provide support across all CUCC locations as needed. A Prevention Specialist position remains open in Ephraim, following Janet Reese’s retirement. Two Case Managers are expected to depart in the coming months. One from the Richfield team, leaving for personal reasons, and one from the Nephi office, who is retiring. Discussions are ongoing regarding whether these case manager positions will be backfilled or if CUCC will reallocate responsibilities to recreation therapy staff in order to maintain budgetary balance.

### **C. Mandatory Training Compliance**

Jace reported on the status of monthly mandatory training for CUCC employees, which are administered through the Relias platform. CUCC currently maintains 100% compliance with required trainings. While most trainings are completed on time, a small number are occasionally submitted late.

## **VI. QUALITY ASSESSMENT & CLINICAL DATA:**

### **A. Clinical Services**

Jared Kummer provided an overview of CUCC’s medical team and services. The current staffing includes: 1 Advanced Practice Registered Nurse (APRN), who also serves as the Medical Director, 2 Physician Assistants (PAs), 1 Registered Nurse (RN), 3 Licensed Practical Nurses (LPNs), and 1 part-time APRN. Each team is assigned a dedicated

prescriber and nurse, while the part-time APRN provides support across teams as needed. Jared emphasized the team's flexibility in meeting client needs and noted that all providers specialize in Mental Health (MH) and Substance Use Disorders (SUD).

Jared reported on CUCC's Medically Assisted Treatment (MAT) program, which supports clients struggling with addiction, dependency, and withdrawal symptoms. He explained that withdrawal can be extremely painful, often leading individuals to continue substance use to avoid discomfort. Common symptoms include: restlessness, anxiety, excessive sweating, insomnia, stomach cramping, diarrhea, dilated pupils, nausea, and vomiting. MAT helps manage these symptoms, reduce cravings, normalize brain chemistry, improve daily functioning and stability, and lower the risk of relapse and overdose. Available MAT Medications at CUCC include: For opioid use disorder: Buprenorphine (Suboxone), and Naltrexone (Vivitrol). Methadone, while not available at CUCC due to its requirement for administration at a specialized clinic, remains a treatment option. CUCC can assist clients in coordinating access to methadone through appropriate external providers. For alcohol use disorder: Naltrexone (Vivitrol), Acamprosate, and Disulfiram (Antabuse). For overdose reversal: Naloxone (Narcan). All CUCC employees receive training on Naloxone administration through Relias. Jared also highlighted that CUCC led the state in the 2021–2023 Medicaid Performance Rate Comparison for Medication Assisted Treatment.

**B. Team Reports / Updates**

Jared shared updates on the Helping Ourselves Pursue and Experience Success (HOPES) training initiative, previously approved by the board. Twelve staff members completed the program, which included two days of intensive training, and audio-recorded sessions reviewed by Dartmouth professors for feedback and evaluation. All twelve participants are now certified and received board-approved bonuses upon completion. HOPES is designed to support clients with serious mental illness in developing life skills and managing their health to live more independently. Jared expressed appreciation to the board for supporting this initiative.

**VII. CLOSED SESSION:**

Closed Session not Needed

**VIII. CLOSED SESSION ACTION:**

Not Needed

**IX. MEETING SCHEDULE:**

The next Authority Board Meeting is scheduled for October 8, 2025 at 4:30 p.m., location to be determined.

**X. OTHER:**

**XI. MATTERS FROM THE BOARD:**

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

**The meeting was adjourned at approximately 7:04 p.m.**

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**Samantha Payne, AP Clerk**