

*****APPROVED*****

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

DATE: December 10, 2025

PLACE: 1170 S. College Ave.
Richfield, UT 84701

TIME: 4:30 PM

PRESENT: Commissioner Marty Palmer, Commissioner Sam Steed, Commissioner Scott Bartholomew, Commissioner Dennis Blackburn (arrived at 4:45 PM), Commissioner Ralph Brown, Commissioner Vicki Lyman, Nathan Strait, Richard Anderson, Jace Ellsworth, Jared Kummer, Chad Williams, Christian Matthews, Kory Meacham, Kristofer Lundeberg, Samantha Payne

EXCUSED: Commissioner Ralph Brown, Anna LaDamus, Lynnette Robinson

I. PUBLIC COMMENT:

No Public Present.

II. APPROVAL OF MINUTES:

A motion was made by Commissioner Scott Bartholomew to approve the minutes of the October 8, 2025 Authority Board Meeting. The motion was seconded by Commissioner Vicki Lyman. Votes by voice included Commissioner Marty Palmer, Commissioner Sam Steed, Commissioner Scott Bartholomew, and Commissioner Vicki Lyman. Commissioner Dennis Blackburn, and Commissioner Ralph Brown were absent. Motion carried.

III. REVIEW OF ASSET DISPOSAL POLICY:

Nathan Strait discussed the need for a formal Asset Disposal Policy, as one currently does not exist. The policy would establish the protocol and limits for asset disposal, focusing on the current value rather than the original purchase value. The policy would also set limits and boundaries where the asset's value dictates the required level of review and approval for disposal. Furthermore, it must specify who is responsible for documenting and authorizing the disposal. Commissioner Vicki Lyman inquired if the State Surplus program had ever been utilized. Richard Anderson responded that it has not, explaining that the current practice is to use assets until they have no residual value.

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

IV. REQUEST FOR HALF DAY OFF ON 12/24/2025:

Approval was requested for staff to receive a half-day off for Christmas Eve, continuing the past practice. Commissioner Sam Steed inquired whether this would be a recurring benefit, which would depend on the day Christmas Eve falls on. Richard Anderson and Nathan Strait expressed their appreciation to the commissioners for granting this time off to the employees.

A motion was made by Commissioner Vicki Lyman to approve the half day off for 12/24/2025. The motion was seconded by Commissioner Scott Bartholomew. Votes by voice included Commissioner Marty Palmer, Commissioner Sam Steed, Commissioner Scott Bartholomew, Commissioner Dennis Blackburn, and Commissioner Vicki Lyman. Commissioner Dennis Blackburn, and Commissioner Ralph Brown were absent. Motion carried.

V. TEAM LEADER CHANGES:

Nathan Strait provided an update on the recent changes in team leader assignments, which were prompted by several factors, including Jared's workload with outside agencies. Key Team Leader Changes include: Anna LaDamus has returned to her previous role as Liaison and will now manage all outside providers. Kory Meacham was asked to take on the MCOT team lead position. He was previously on the MCOT team before serving as Team Lead in Tri-County. Chris Matthews took over the Richfield area, moving from Sanpete. Kristofer Lundeberg is now in charge of the Sanpete area. Commissioner Scott Bartholomew inquired about the plan for when Anna retires. Nathan confirmed that a replacement liaison would be hired three to six months prior to her retirement to allow for a comprehensive training period. Richard also suggested that they might consider hiring someone from Utah County, as that location is closer to various hospitals. Richard acknowledged the extensive moving parts involved in these changes, expressing profound gratitude to Chris Matthews for accepting the new role and the changes. He conveyed a sense of relief that the team is moving past the issues that occurred in Ephraim and into a more positive situation. Commissioner Scott Bartholomew echoed this sentiment, stating he has only heard positive feedback, and added his thanks.

VI. EDUCATION PROPOSAL FOR SAMANTHA PETERSON:

Nathan Strait presented a proposal for educational assistance for Samantha Peterson, a case manager in Nephi, who has been accepted into graduate programs at Arizona State, the University of Denver, and USC. She has chosen the online Masters program at Arizona State. The total cost of the program is \$37,832.00. The proposal is for the center (CUCC) to cover 75% of the cost, totaling \$28,374.00, broken down by fiscal year, FY26: \$5,674.80, FY27: \$14,187.00, FY28: \$8,512.20. Richard Anderson commented on past practices, suggesting the utilization of the National Health Service Corps (NHSC) loan repayment program, which assists health industry professionals in rural areas. The proposed plan for utilizing the NHSC would involve CUCC bridging the gap by making minimum loan payments after Samantha Peterson graduates, while she awaits the outcome of her NHSC application. If her NHSC application is denied, the center would then revert to covering 75% of the difference (the 75/25 cost-sharing model) as initially proposed.

A motion was made by Commissioner Dennis Blackburn to approve the education proposal for Samantha Peterson. The motion was seconded by Commissioner Vicki Lyman. Votes by voice included Commissioner Marty Palmer, Commissioner Sam Steed, Commissioner Scott Bartholomew, Commissioner Dennis Blackburn, and Commissioner Vicki Lyman. Commissioner Ralph Brown was absent. Motion carried.

VII. STATEWIDE HOMELESS SERVICES PLAN

The upcoming legislative session is expected to focus heavily on the issue of homelessness in Utah, where nearly 4,600 individuals were counted as homeless during the recent Point In Time (PIT) count, according to Nathan Strait. A major proposal being discussed is a new homeless shelter planned for a 30-acre site in North Salt Lake County, which has significant legislative support. A key requirement for residents of this shelter is mandatory employment, with all wages dedicated to rent. Commissioner Marty Palmer questioned the benefit to residents if they are left without any personal income. Nathan mentioned that this model would reduce the likelihood of spending on drugs or alcohol. Nathan expressed concern that this structure fosters dependency on the system, contrasting with the independence often required for survival on the street. Commissioner Vicki Lyman questioned the work incentive when residents receive no pay. The lack of affordable housing was identified as a critical issue, potentially leading program participants to return to the streets after completing the shelter program. The Other Side Academy was mentioned as the potential employer for clients. The discussion also touched on changes to civil commitment laws, including extending the potential commitment period to 18-24 months. Individuals civilly committed (those who are a danger to themselves or others) would be transferred to this proposed homeless shelter for the duration of their commitment. Richard suggested a training on Civil Commitment for better understanding, which Anna LaDamus could provide. Another concern arose

regarding the plan to combine Substance Use Disorder (SUD) and Mental Health (MH) clients. Nathan sought input from team leaders on this idea. Chris Matthews strongly advised against mixing clients in different stages of recovery "without vetting," expressing concern it could destabilize those with MH issues. Commissioner Scott Bartholomew anticipated strong public resistance, or "kick back," to the North Salt Lake proposal, drawing a parallel to the opposition faced by the proposed receiving center in Gunnison. Nathan noted that governor support for the current plan is strong, with Senator Adams as a key supporter. Nathan also mentioned the Auditor's request for a count of residential beds.

VIII. APPROVAL OF VEHICLE PURCHASE:

Nathan Strait requested approval for the purchase of a Mini Van, described as resembling an SUV, for the Juab-Millard area, specifically Delta. The price quoted was \$40,925 (Out of Retail Government Price). Richard suggested approving a slightly higher amount, \$42,000–\$43,000, to allow for potential price fluctuations. Commissioner Vicki Lyman raised a concern about the proposed two-wheel-drive vehicle's performance in snow. Richard acknowledged this but noted the practice of limiting travel during snowy conditions. Commissioner Marty Palmer then suggested exploring an all-wheel-drive alternative. Commissioner Dennis Blackburn pointed out that a two-wheel-drive vehicle would offer better fuel efficiency.

A motion was made by Commissioner Dennis Blackburn to approve the vehicle purchase up to \$45,000. The motion was seconded by Commissioner Vicki Lyman. Votes by voice included Commissioner Marty Palmer, Commissioner Sam Steed, Commissioner Scott Bartholomew, Commissioner Dennis Blackburn, and Commissioner Vicki Lyman. Commissioner Ralph Brown was absent. Motion carried.

IX. FINANCIAL REPORT:

A. FY2026

Richard Anderson presented the financial report indicating that reserves currently stand at \$7 million, a figure that accounts for fluctuations from COVID-19 impacts and the expenditure on the new Richfield facility; overall, the financial outlook is positive, with Prism's issues being addressed. With 42% of the fiscal year elapsed, Mental Health (MH) accounts for 55% of total revenue, boosted by Federal Block Grants at 72% and Medicaid Cap revenue at 53%, while Substance Use Disorder (SUD) revenue is at 40%, and County Revenue, as anticipated, remains at 0% until May. On the expenditure side, Wages & Fringe are slightly ahead of the 42% mark due to the final, significant ARPA Bonus payment, with MH at 45% and SUD at 43%; MH Travel is on track, but SUD Travel is slightly higher, likely due to the Fall Conference. While overall MH spending is on track at 42%, Inpatient spending is low, which is typical due to slow claims processing, and SUD Residential is on track at 35%. Notably, Capital & Equipment for MH is high because all ARPA money has been allocated there, and Prevention Spending is also high at 97%, a figure Richard will look in to.

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

B. ARPA Front Line Bonus

The final installment was paid to staff on 12/5/2025. This is the end of this program.

C. APRA AHD STATUS

These are housing funds that have been utilized to complete the Richfield project and implement improvements at other locations. When asked in November if more funds could be utilized, Richard volunteered for an additional \$88,000, bringing the total spending to an amount that will be fully expended by the end of the year. Improvements include residing the residential property in Nephi that has been cinder block since 1950 and had previously been reroofed using last year's funds. Chad Williams highlighted the importance of these improvements, noting they demonstrate CUCC's commitment to pride in its properties. Additionally, switching out lighting is expected to contribute to reduced maintenance.

**D. RATIFY JONES and DEMILLE AGREEMENT
RECEIVING CENTER FUNDING/APPROVAL**

Richard Anderson reported that the state has \$2.5 million in non-lapsing funds, which they were attempting to allocate widely. Richard and Nathan successfully advocated for the Central Utah Counseling Center to receive these funds for the new receiving center, a suggestion that was met with consensus from all directors in the meeting. This funding is explicitly available for new construction and must be spent by June 30th. The discussion then focused on construction options, drawing from the experience of North Eastern's receiving center. Richard shared photos of the North Eastern facility. Nathan and Richard confirmed to Commissioner Scott Bartholomew's questioning of glass doors, that glass doors are standard to ensure staff have a line of sight with clients in the receiving center. Using the old clinical building in Richfield for the center would necessitate bringing it up to code, which is estimated to cost as much as new construction. It was noted that North Eastern's plans fit the footprint of the old clinical building. Richard noted that the new Richfield Clinical is still under contract with Tushar (the contractor from Beaver) and suggested mirroring North Eastern's approach by using a change order for the receiving center construction. This would allow them to utilize the same contractor and plans. Asbestos is likely present in the old clinical building, and Richard would like to expedite its removal. Commissioner Marty Palmer raised a concern about a change order potentially becoming an "open checkbook." Richard countered that change orders must specify a fixed amount. Commissioner Sam Steed inquired about material availability, and Richard noted Tushar's familiarity with the necessary materials from the North Eastern project. Commissioner Scott Bartholomew asked about acquiring more land (e.g., from Maverick), but Richard cautioned that a larger building and land acquisition could lead to overspending. Commissioner Marty Palmer questioned the legal implications of the approach, specifically if an auditor would red flag it or if legal counsel was needed.

Chad Williams suggested that Jones and DeMille could provide legal guidance, as they likely handle these matters frequently. The Commissioners recommended running the plan past legal counsel. Richard agreed to consult counsel but emphasized the urgency due to the time constraints on the funding. If board approval is secured, the next step would be moving to planning and zoning.

A motion was made by Commissioner Scott Bartholomew to proceed with the Receiving Center project as presented, contingent on receiving the \$2.5 million in funding. The motion specified retaining Tushar as the contractor and Jones and Demille as the engineering firm, with the added provision of seeking legal counsel on the overall plan. The motion was seconded by Commissioner Vicki Lyman. Votes by voice included Commissioner Marty Palmer, Commissioner Sam Steed, Commissioner Scott Bartholomew, Commissioner Dennis Blackburn, and Commissioner Vicki Lyman. Commissioner Ralph Brown was absent. Motion carried.

X. HUMAN RESOURCES REPORT:

A. NEW HIRES/TERMINATIONS

Jace Ellsworth presented the human resources report with the Tri-County team seeing some staffing changes when Jackie Terry, case manager, resigned, and Sadie Cox was hired to fill that role. Also, Samantha Peterson moved from office manager to case manager in Nephi, with Jenya Garfield taking over the office manager position.

B. OPEN POSITIONS

Currently there are two open positions: a long-standing Case Manager vacancy in Delta/Fillmore and a Recreational Therapist position. While Case Managers are receiving training to become Recreational Technicians, a Recreational Therapist is needed to provide essential oversight for the program and the newly trained Rec Techs.

C. MANDATORY/REQUIRED STAFF TRAININGS

Jace reported that the center is 100% compliant with our mandatory trainings.

D. CORPORATE COMPLIANCE REPORT

The Corporate Compliance program is designed to ensure adherence to relevant statutes and regulations, specifically targeting the prevention of fraud, waste, and abuse. A transition is underway for the Compliance Officer role: Lynnette Robinson, the current officer, has been training Jace Ellsworth for the past year, and Jace plans to propose a vote at the upcoming January Authority Board Meeting to officially take over the position. While Commissioner Marty Palmer inquired about her retirement, Lynnette's retirement is anticipated to be at the end of April, with a possible official date in June. Key components of the Corporate Compliance Audit include Clinical Director Audits, Billing & Coding reviews, Termination Audits, and Employee Screening, which encompasses checking the Direct Access Clearance System (DACS) and the Office of Inspector General/System for Award Management (OIG/SAM), along with training for both new hires and annual refreshers. Recently, the Corporate Compliance Committee has discussed topics such as Audit Findings (Notes), VISA purchases, the Final Paycheck Procedure, and Amazon Account Spending.

XI. QUALITY ASSESSMENT & CLINICAL DATA:

A. CLINICAL SERVICES

Jared Kummer discussed the annual site visit from SUMH which resulted in one finding, a data entry error in prevention data where information was logged in the incorrect fiscal year.

B. TEAM REPORTS/UPDATES

The Sanpete Team's work with Substance Use Disorder (SUD) was highlighted in an article by the Sanpete Messenger, as reported by Jared.

C. QUALITY IMPROVEMENT EFFORTS

The current focus is on comprehensively documenting all client physicians within our Electronic Health Record (EHR). Simultaneously, we are conducting initial screenings of clients to identify fundamental needs and facilitate connections with a case manager.

XII. CLOSED SESSION:

Not Needed

XIII. CLOSED SESSION ACTION:

Not Needed

XIV. MEETING SCHEDULE:

The following Authority Board Meeting dates for the coming year were proposed by Nathan Strait:

- January 14, 2026: Independent Audit
- March 11, 2026: Fraud Risk
- May 13, 2026: Proposed Budget
- June 10, 2026: Budget Hearing
- August 12, 2026: Board Retreat
- October 14, 2026: OP Team Reports
- December 9, 2026: Year End

XV. OTHER:

The NatCon 2026 conference is scheduled for April 27-29 in Denver. Board members should consider their availability for this event and there will be further discussion at the upcoming January meeting. Note that early bird registration is available until January 22, 2026, with fees ranging from \$950 to \$1,250. Registration costs will increase by \$100 after the early bird deadline, with an additional \$100 increase for on-site registration.

XVI: MATTERS FROM THE BOARD:

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

The meeting was adjourned at approximately 6:20 p.m.

Samantha Payne, AP Clerk