PENDING - SUBJECT TO CHANGE

MINUTES
CENTRAL UTAH COUNSELING CENTER
AUTHORITY BOARD MEETING

DATE: **August 17, 2026**

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

TIME: **4:30 PM**

PRESENT:

Commissioner Sam Steed, Commissioner Ralph Brown, Commissioner Dennis Blackburn, Commissioner Marty Palmer, Commissioner Scott Bartholomew, Commissioner Vicki Lyman, Nathan Strait, Richard Anderson, Jace Ellsworth, Jared Kummer, Chad Williams, Christian Matthews, Kory Meacham, Kristofer Lundeberg, Samantha Payne

EXCUSED:

I. PUBLIC COMMENT:

No Public Present.

II. APPROVAL OF MINUTES:

A motion was made by Commissioner Dennis Blackburn to approve the minutes of the June 10, 2026 Authority Board Budget Hearing and Meeting. The motion was seconded by Commissioner Vicki Lyman. Votes by voice included Commissioner Sam Steed, Commissioner Dennis Blackburn, Commissioner Marty Palmer, Commissioner Scott Bartholomew, Commissioner Vicki Lyman. Commissioner Ralph Brown was not present. Motion carried.

III. EDUCATIONAL ASSISTANCE PROPOSAL AND APPROVAL:

Nathan Strait requested board approval for Educational Assistance for Jace Ellsworth, Human Resources Director, to pursue a Master of Business Administration (MBA) with an emphasis in business analytics. Jace looked at programs at four universities (LSU, Utah State, SUU, and ASU), selecting SUU as the most cost-effective option. The program requires 36 credit hours at $521 per credit, with completion expected within 12 months. The total estimated cost, including books, is $20,756, with the center covering 75% ($15,567). The agreement requires a three-year commitment post-completion. Commissioner Marty Palmer proposed modifying the contract to require 100% repayment should Jace depart before the three-year term expires.

A motion was made by Commissioner Vicki Lyman to approve the Educational Assistance Proposal for Jace Ellsworth, requiring 100% repayment of the center's contribution if he departs before the three-year commitment concludes. The motion was seconded by Commissioner Scott Bartholomew. Votes in favor included Commissioners Sam Steed, Dennis Blackburn, Marty Palmer, Scott Bartholomew, and Vicki Lyman. Commissioner Ralph Brown was not present. Motion carried.

IV. FINANCIAL REPORT:

Richard Anderson reported that the August budget presentation differs from typical monthly reports, as it coincides with the close of the prior fiscal year and the start of the first month of the new fiscal year.

V. RECEIVING CENTER UPDATE:

Richard Anderson provided an update on the construction of the Richfield Receiving Center. A four-way inspection is scheduled for next week, and curbing is currently in progress. Richard is coordinating with Maverick regarding the reconstruction of the retaining wall situated between the two properties. Contractors anticipate completion by the end of the calendar year. Addressing an inquiry from Commissioner Marty Palmer regarding timelines, Richard noted that while no formal deadline was set, construction is currently tracking toward a nine-month timeline rather than the originally projected twelve.

VI. FACILITIES/GROUNDS:

Richard reported that the current security system will soon be upgraded with alarms that activate if doors are forced open. He also addressed concerns regarding exterior power outlets being used for unauthorized public charging, which has led to loitering during late-night hours and resulted in an electrical breaker failure at the Richfield clinical building. Security is being further enhanced with the installation of additional cameras. Additionally, Richard discussed a potential $550,000 “Homeless Grant” intended for the construction or renovation of housing for the homeless. He noted ambiguity regarding a rumored 1:1 county match requirement for these state funds. Richard plans to seek clarification at a meeting tomorrow, noting that a 1:1 match is likely unfeasible.

VII. CYBER SECURITY & GOOGLE WORKSPACE:

Richard shared information regarding cybersecurity resources available to local governments through the Utah CyberCenter Division of Technology Services. These services include complimentary malware and ransomware protection, as well as access to KnowBe4 security awareness and phishing training. Additional training opportunities for IT staff are also available. Furthermore, Richard noted that Piute and Wayne Counties may qualify for a state-funded Google Workspace program, provided their service populations remain under 10,000. He offered to facilitate further discussions with the affected counties regarding these potential benefits.

VIII. HUMAN RESOURCES REPORT:

Jace Ellsworth presented the Human Resources Report, outlining personnel changes, recruitment efforts, and training compliance.

A. New Hires and Terminations:
  a. Lynnette Robinson (Controller) retired on June 19, 2026.
  b. Jessica Colby (Case Manager, Juab-Millard) was terminated on June 24, 2026.
  c. Sadie Cox (Case Manager, Tri-County) resigned on August 7, 2026.
  d. Jessica Steck was hired on June 30, 2026, as a Case Manager for the Juab-Millard team.

B. Open Positions:
  a. Open positions include a Case Manager on the Tri-County team and a Recreational Therapist Center Wide.

C. Staff Training: Completion is currently at 99.5%. The remaining requirement involves one employee currently on medical leave.

IX. QUALITY ASSESSMENT

Jared Kummer presented on a new Division of Professional Licensing (DOPL) requirement for clinical supervisors. Key details include:

- **Training Requirement:** Supervising therapists must complete an eight-hour training by January 1, 2027.
- **Eligibility:** Therapists must be fully licensed for two years prior to supervising others.
- **Scope & Cost:** Approximately 12–15 clinicians require training. In-person training is $337.45 per attendee, while virtual options are $297.75.

Nathan Strait noted that while this represents an additional expense, the formal training ensures proper oversight and high-quality clinical supervision, emphasizing that the center is fortunate to have such a dedicated clinical team.

X. OTHER:

XI. CLOSED SESSION:

Not Needed

XII. CLOSED SESSION ACTION:

Not Needed

XIII. MEETING SCHEDULE:

October 14, 2026, location TBD

XIV: MATTERS FROM THE BOARD:

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

The meeting was adjourned at approximately 5:18 p.m.

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Samantha Payne, AP Clerk