

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

DATE: March 8, 2023

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

TIME: 4:30 PM

PRESENT: Commissioner Scott Bartholomew, Commissioner Dennis Blackburn, Commissioner Ralph Brown, Commissioner Darin Bushman, Commissioner Trevor Johnson, Commissioner Marty Palmer, Nathan Strait, Richard Anderson, Chad Williams, Jared Kummer, Holly Kunzler, Lynnette Robinson, Julie Lynn

EXCUSED: Anna LaDamus

I. APPROVAL OF MINUTES:

A motion was made by Commissioner Darin Bushman to approve the minutes of the February 8th, 2023 Authority Board Meeting. The motion was seconded by Commissioner Ralph Brown. Affirmative votes by voice included Commissioner Darin Bushman, Commissioner Dennis Blackburn, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Marty Palmer, and Commissioner Trevor Johnson. Motion carried.

II. FINANCIAL REPORT:

Richard Anderson presented the fiscal year (FY) 2023 financial report. Revenue is fairly unchanged. It is a little higher on the mental health side and quite a bit higher on the substance abuse side. The mental health side reflects more dollars than substance abuse. There should be a change once additional money is paid for the residential expansion that has run out of grant funding. Capital and equipment expenses will begin to increase. The change has already been noticeable at 79% mental health and 4% substance abuse because the residential facility is on the mental health side of funding. Medicaid capitation budget requests for the next year are due. Most centers will increase their request from last year by 8% for inflation. The Center will request \$6.8 to \$7 million. Rates will follow suit as those eligible for Medicaid will decrease with the public health emergency ending. The increase in wages and fringe benefits will be discussed in executive session. Travel will increase with staff and commissioners attending the National Conference in May. On the expenditure side, inpatient Medicaid shows \$472,603. Anna LaDamus tracks pending claims, which increase the total to \$700,000. The budget could easily exceed \$900,000 for the year. An issue the Center has had is that sometimes a non-Medicaid client gets hospitalized and receives retroactive coverage, which is then billed to the Center months or a year later. There are pros and cons to this based on who gets the premium. Medicaid will change retroactive eligibility to fee for service so the Center will no longer be responsible on

the capitation side. This change includes language specifying what should be done when the claim crosses fiscal year and eligibility notifications. This change could make a \$60,000 to \$80,000 difference in one fiscal year. Commissioner Dennis Blackburn asked if the change is currently in place. Richard stated the change goes into effect July 1st. Commissioner Darin Bushman stated this issue created problems in managing increased hospitalizations because the Center did not even know the client had Medicaid at admission. Richard added that those who live in other areas but do not update their address also become the Center's responsibility. Commissioner Marty Palmer asked who dropped the ball in those situations. Richard stated the Department of Workforce Services manages demographic information. The Center case managers help clients keep their Medicaid accurate and get on Medicaid if they are eligible. The problem can come from different agencies. Odyssey House is a residential substance abuse facility who has an in with Medicaid and can get something changed the same day. The Center does not have that power. Richard showed a chart of revenues over expenditures for the last 12 years. A lot of money has been placed in reserves in the past two fiscal years. Commissioner Scott Bartholomew asked if this includes building funds. Richard stated it does not include building funds or Community Impact Board (CIB) funding.

A motion was made by Commissioner Darin Bushman to approve the FY2023 financial report as presented. The motion was seconded by Commissioner Dennis Blackburn. Affirmative votes by voice included Commissioner Darin Bushman, Commissioner Dennis Blackburn, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Marty Palmer, and Commissioner Trevor Johnson. Motion carried.

III. FRAUD RISK ASSESSMENT:

Richard presented the annual fraud risk assessment report that is a requirement of the state auditor. The only thing marked zero is the Center does not have a certified public accountant (CPA) on staff. The report requires signatures of Richard and the board chair. Last year after approval, Richard sent the document to Commissioner Scott Bartholomew for electronic signature through DocuSign. Commissioner Scott Bartholomew asked why the Center does not have a CPA on staff. Richard stated Julie Lynn will have her master's degree in accounting and could obtain a CPA license.

A motion was made by Commissioner Ralph Brown to approve the fraud risk assessment. The motion was seconded by Commissioner Marty Palmer. Affirmative votes by voice included Commissioner Darin Bushman, Commissioner Dennis Blackburn, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Marty Palmer, and Commissioner Trevor Johnson. Motion carried.

IV. SQL SERVER MEDICAID ELIGIBILITY APPROVAL:

Richard stated he discusses Medicaid eligibility often. The Medicaid Managed Care Services (MMCS) java system used to check eligibility will be replaced with PRISM that is not as user friendly. Another agency created a system to compare the eligibility information to the electronic health record. Ashlee Gleave is working with the agency to build a structured query language (SQL) server to do the same thing for the Center. This server will provide a tremendous amount of time savings in processing these monthly eligibility verifications. The system host cost is

\$12,235.90. Commissioner Darin Bushman asked if it is better to own it than use a cloud server. Richard stated the plan is to follow the lead of the other center to avoid problems. Commissioner Scott Bartholomew asked if there is a warranty. Richard stated Dell provides the system then the Center would use the other agency's software. It was created for Northeastern Counseling Center and has been set up for San Juan Counseling Center. There can be security issues with the cloud. The plan is to replicate the system to follow the same procedures. Commissioner Darin Bushman stated the downside of doing it yourself is redundancy. Richard stated the Pelorus accounting software the Center uses is hosted by Amazon, which is fairly cheap. He is unsure of the cost for redundant servers. Commissioner Darin Bushman asked how critical this is for daily operations. Chad Williams and Holly Kunzler stated their office managers spend hours on Medicaid eligibility verification every month. They also have to check multiple times for clients who have not yet paid their spenddown. Richard thinks a quarter or a third of office manager time is spent on these verifications. Commissioner Darin Bushman asked what happens if the system goes down. Richard stated they would fall back to the Medicaid eligibility tool. Nathan Strait stated the purpose of this plan is to save office managers time to work with clients, help the offices run more smoothly, and increase accuracy. Commissioner Ralph Brown stated the quote presented has expired. Richard thinks the number will still be valid.

A motion was made by Commissioner Darin Bushman to approve the purchase of an SQL server for Medicaid eligibility. The motion was seconded by Commissioner Dennis Blackburn. Affirmative votes by voice included Commissioner Darin Bushman, Commissioner Dennis Blackburn, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Marty Palmer, and Commissioner Trevor Johnson. Motion carried.

V. BUSINESS OFFICE PRINTER APPROVAL:

Richard stated administration is making the transition to the Gunnison rental office. Nathan, Richard, Ashlee, and Maria Linton have already moved. The fax copy machine combo will remain in the Ephraim office. A new machine is needed for the Gunnison office. The state contract price is \$6,847.83.

A motion was made by Commissioner Darin Bushman to approve the purchase of a printer for the Gunnison business office. The motion was seconded by Commissioner Marty Palmer. Affirmative votes by voice included Commissioner Darin Bushman, Commissioner Dennis Blackburn, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Marty Palmer, and Commissioner Trevor Johnson. Motion carried.

VI. JUAB/MILLARD TEAM REPORT:

Chad stated the Millard-Juab team has offices in Nephi, Delta, and Fillmore. Staff include five therapists, three therapist interns, two substance abuse counselors, substance abuse counselor interns, three case managers/peer support specialists, four office managers, one drug tester, and one nurse. Some staff travel to different offices, especially for substance abuse treatment. There are currently a lot of interns. It is a blessing but can be a challenge. The hope is they will become full-time employees at some point. The Nephi residential was an old motel when purchased. It has a small home at the front of the property. Residents have lived there at different times. The team is running out of office space so that home is being remodeled to have two case manager

offices. A prevention worker will eventually move there as well. The residential kitchen, living room, and laundry room are being remodeled. The kitchen and living room will be opened up to one single space. This will be much nicer for the residents. The laundry room will be completely redone. Richard stated the building was built in the 1950s and still has some of the original equipment. Chad stated an early recovery skills group is being created to allow clients to attend in person at the office and prisoners at the Juab County Jail to attend via telehealth. Everyone is on board. The assessments need to be done on the prisoners, and then it can begin. Chad had a meeting yesterday to discuss the plans with the judges and prosecutors. Everyone thinks it will be a great idea. Commissioner Marty Palmer asked when it would take place. Chad stated they are currently just waiting on the jail but hoping for next month. He has had a discussion with the Millard County Sheriff's Office who thinks it is a good idea but is currently struggling with some internal issues. They know it is available and will be a good thing. There is also an aftercare group going in both counties in person and online. Every month or so, they do combined county activities. On the mental health side, an emphasis has been placed on the youth. There are quite a few groups for school-aged children in Millard and Juab Counties. A mental health group has been added to Delta and Fillmore for clients with severe mental health issues who come in several times per week. The health department and Utah State University extension services come in and teach groups often. Commissioner Scott Bartholomew stated the commissioners appreciate the work Chad and his team do. Commissioner Darin Bushman asked what the rest of the residential looks like. Chad stated two-thirds of the rooms have been remodeled. There are still a few that need updating. New shingles will be needed in the future. Richard stated the existing shingles were put on in 1997 and are three tabs instead of a better architectural shingle. Chad stated there are occasional plumbing issues. The work that has been done and what will occur this spring will really create a positive change. Commissioner Darin Bushman asked if the residential has individual heating units. Chad stated it does. Richard stated some of the rooms were remodeled with early COVID money for designated isolation rooms. The rooms can be used for other things if not needed for isolation. Nathan stated an audit held a number of years ago stated the Nephi residential is 100 times better than some of the places they see throughout the nation. It was sad to hear that mental health clients are often placed in squalor. Richard stated the Mt. Pleasant and Nephi residencies are about the same age. It is a continual process to update the rooms. Some clients do not take the best care of their rooms. This is monitored, and staff do the best they can. Nathan recently updated the residential contract to add additional rules and expectations to take better care of the facilities. Commissioner Darin Bushman asked if there are similar damage issues at the Richfield residential. Holly stated there have been one or two plumbing issues, but most issues are wear and tear with not a lot of client damage.

VII. LEGISLATIVE UPDATE:

Nathan stated the legislative session ended. The community mental health Medicaid rate was given an increase. This will benefit the fee for service end of things where the subcontractor will be reimbursed a bit more. It does not really benefit the Center because of capitation but is still noteworthy. Individual and group therapy type sessions increased. Behavioral health workforce initiative money was appropriated to higher education institutions like Utah Valley University, University of Utah, and Utah State University. The intent is to increase the number of master's students going into the program so there will be more therapists going into the workforce. The legislature has been pressed on staffing shortages. They responded with \$1.1 million ongoing

and \$833,300 one-time funding to open university teaching slots for the master's program. It will take two years at earliest for people to graduate. The Center does have a number of interns. House Bill (H.B.) 177 State Hospital Amendments did not pass to move the Utah State Hospital. It was killed on the floor. H.B. 250 Social Workers Licensing Amendments passed that someone who graduates with a bachelor's or master's degree can work under a fully licensed clinician without having to pass their exam. The Center currently has two employees in this situation who do a good job working with clients and have a good rapport. One was affected by the carbon monoxide poisoning in Ephraim. When administration reached out to the Division of Professional Licensing (DOPL) for an extension, they still said no. This bill will allow these interns to continue to practice and will be a huge help to the Sanpete team who is already short-staffed. H.B. 259 Suicide Prevention in Correctional Facilities was introduced three different times and was approved for \$140,600 to put up barriers for suicide prevention in jails. Commissioner Darin Bushman stated there was \$8 million in this bill, and it is terrible what happened. Commissioner Marty Palmer asked what a suicide barrier is. Nathan stated many jails have a second floor, and prisoners will jump from it and get very injured or pass away. The barrier is a netting that goes around the top floor to prevent prisoners from jumping. Commissioner Darin Bushman stated the state estimate was \$28 million for all the jails. Senator Todd Weiler pulled the \$8 million out, stating the jails just got a windfall to reimburse county inmates. Nathan stated the Center works with clients who often end up in jail and get to work through mistakes they made in the past. Risk of suicide is extremely high in correctional facilities as things change at home, they are embarrassed for what they have done, and they do not want to face the community. It is difficult to put a value on the worth of a life. Commissioner Dennis Blackburn stated the \$140,600 will not even pay the engineer.

VIII. PERSONNEL ACTIONS:

Nathan stated Kami Brito was reassigned from a therapist intern to a case manager on the Sanpete team. She has had difficulty passing her licensing test. She was very excited about the bill that passed to be able to resume her duties as a therapist in May. Denielle Johnson is a therapist intern and Marcie Nay is a custodian who both successfully completed probation for the Millard-Juab team. Jamie Backer is a new case manager for the Millard-Juab team. Chad thinks she will do a great job. She is not a native of Millard County but has lived in the Delta area for five to seven years. She was a case management supervisor in Nebraska and a dispatcher for the Millard County Sheriff's Office. She is currently an emergency medical technician (EMT). She has a can-do attitude, is very civic-minded, and has participated in community volunteer work. The team is excited to have her on board.

IX. EXECUTIVE SESSION:

A motion was made by Commissioner Marty Palmer to move into Executive Session for the purpose of discussing personnel. The motion was seconded by Commissioner Trevor Johnson. Affirmative votes by voice included Commissioner Darin Bushman, Commissioner Dennis Blackburn, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Marty Palmer, and Commissioner Trevor Johnson. Motion carried. Roll call of those in attendance included Richard Anderson, Nathan Strait, Lynnette Robinson, Commissioner Darin Bushman, Commissioner Dennis Blackburn,

Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Marty Palmer, Commissioner Trevor Johnson, Chad Williams, Holly Kunzler, and Julie Lynn.

A motion was made by Commissioner Dennis Blackburn to move out of Executive Session. The motion was seconded by Commissioner Ralph Brown. Affirmative votes by voice included Commissioner Darin Bushman, Commissioner Dennis Blackburn, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Marty Palmer, and Commissioner Trevor Johnson. Motion carried.

X. EXECUTIVE SESSION ACTION:

As a result of the Executive Session, a motion was made by Commissioner Darin Bushman to approve up to \$7,500 for the cost of a motivational speaker for the General Staff Meeting. The motion was seconded by Commissioner Dennis Blackburn. Affirmative votes by voice included Commissioner Darin Bushman, Commissioner Dennis Blackburn, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Marty Palmer, and Commissioner Trevor Johnson. Motion carried.

As a result of the Executive Session, a motion was made by Commissioner Darin Bushman to allow the CEO and CFO to make decisions on relocation costs up to \$7,500 to recruit therapists with responsibility for tenure. Anything over that amount will be brought to the board electronically for approval. Staff will be offered a \$1,000 finder's fee for any successful recruitment of a candidate. The motion was seconded by Commissioner Trevor Johnson. Affirmative votes by voice included Commissioner Darin Bushman, Commissioner Dennis Blackburn, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Marty Palmer, and Commissioner Trevor Johnson. Motion carried.

As a result of the Executive Session, a motion was made by Commissioner Darin Bushman to ask staff to put the previous motion into some form of policy. The motion was seconded by Commissioner Marty Palmer. Affirmative votes by voice included Commissioner Darin Bushman, Commissioner Dennis Blackburn, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Marty Palmer, and Commissioner Trevor Johnson. Motion carried.

As a result of the Executive Session, a motion was made by Commissioner Bushman to allow leadership team to overstaff the Sanpete County team due to the challenges resulting from the carbon monoxide incident. The motion was seconded by Commissioner Trevor Johnson. Affirmative votes by voice included Commissioner Darin Bushman, Commissioner Dennis Blackburn, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Marty Palmer, and Commissioner Trevor Johnson. Motion carried.

XI. MEETING SCHEDULE:

The next Authority Board meeting is scheduled for Wednesday, April 12th, 2023 at 4:30 p.m. at Steve's Steakhouse in Richfield.

XII. OTHER:

Richard stated commissioners interested in attending the National Conference who are not yet registered should let Julie know.

Richard stated there have been many executive sessions lately and wondered the commissioners' thoughts on that. Commissioner Scott Bartholomew stated those meetings can be tracked and compared with other agencies so they should be kept short. Commissioner Darin Bushman stated when going into executive session for personnel, it should be about professional competency. General debates about overstaffing should be held in open meetings. Closed meetings should be reserved for things that need to be private such as litigation, property acquisition, and professional competency.

XIII. MATTERS FROM THE BOARD:

Nothing to report.

A motion was made by Commissioner Ralph Brown to adjourn the meeting. The motion was seconded by Commissioner Marty Palmer. Affirmative votes by voice included Commissioner Darin Bushman, Commissioner Dennis Blackburn, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Marty Palmer, and Commissioner Trevor Johnson. Motion carried.

The meeting was adjourned at 6:31 p.m.

Julie Lynn, Accountant