

**\*\*\*APPROVED - 8/27/2025\*\*\***

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

**DATE:** June 11, 2025

**PLACE:** Central Utah Counseling Center  
282 S 100 E  
Richfield, UT 84701

**TIME:** 5:00 PM

**PRESENT:** Commissioner Scott Bartholomew, Commissioner Dennis Blackburn, Commissioner Ralph Brown, Commissioner Vicki Lyman (virtual), Commissioner Marty Palmer, Commissioner Sam Steed, Nathan Strait, Richard Anderson, Lynnette Robinson, Julie Lynn, Jace Ellsworth, Jared Kummer, Chad Williams, Christian Matthews, Kory Meacham, Samantha Payne

**EXCUSED:** Anna LaDamus

**I. APPROVAL OF MINUTES:**

A motion was made by Commissioner Scott Bartholomew to approve the minutes of the May 14th, 2025 Authority Board Meeting. The motion was seconded by Commissioner Dennis Blackburn. Votes by voice included Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Sam Steed, Commissioner Dennis Blackburn, and Commissioner Marty Palmer. Motion carried. Commissioner Vicki Lyman was not yet present for this vote.

**II. PUBLIC COMMENT:**

No public present.

**III. FINANCIAL REPORT:**

**A. FY2025 Revised Budget Discussion**

Richard Anderson presented the revised fiscal year (FY) 2025 budget. He referenced the allocation letter dated May 20, 2025, which arrived after last month's discussion. This letter adjusted the total county match by \$1,300, a minimal change across all counties, not per county. The numbers that were given to the counties last month have changed slightly. Richard explained the county match calculation process. The July 1st budget is based on the initial allocation letter. In September, updated budget amounts are sent to counties for planning purposes. Final invoices are issued in May or June. The county match figures evolved as follows: July Initial Allocation: \$383,513, September Estimate: \$446,840, Final Invoice Amount: \$403,183. The goal is to budget conservatively by

including the original estimate and projecting a reasonable upper limit. This approach helps avoid requesting additional funds from counties later due to revised allocations. While allocation letters can change, this one is expected to be final. Clerks received invoices last week, and payments are due by June 30th. Commissioner Dennis Blackburn inquired about the fluctuation in county match amounts. Richard explained that the state uses a formula tied to Medicaid capitation (CAP), which causes fluctuations.

The original budget showed mental health (MH) revenue at \$11.1 million, but the revised budget is now reflecting \$10.8 million. Notably, the budget did not require a \$1.6 million draw from reserves. Although \$1.4 million was budgeted for Medicaid match, actual expenditures reached \$2.2 million, largely due to the Provider Reimbursement Information System's (PRISM) multi-year reconciliation issues. However, anticipated Medicaid match returns may increase due to potential overpayments. The substance use disorder SUD revenue decreased from \$3.8 million to \$3.3 million. Over the past three months, Medicaid payments have increased, partly due to updated scenario modeling. Commissioner Marty Palmer asked about reserve levels. No drawdown was required this year, despite initial plans to use funds for building-related expenses. Richard confirmed reserves remain around \$5 million.

On the expenditure side, wages, fringe, and travel are over the original budget on the MH side by approximately \$240,000 and \$45,000 on the SUD side. These overages are partially attributed to American Rescue Plan Act (ARPA) supplemental bonuses. Those numbers are not known until the funds are received. It is calculated on a 5% payback for the Medicaid services the Center provides. Commissioner Scott Bartholomew asked whether financial conditions have stabilized. Richard responded, "Yes and no." While some areas have settled, there is a projected 30% reduction in federal block grant funding (e.g., ARPA), totaling approximately \$300,000. These federal block grants support services outside of Medicaid covered services.

**A motion was made by Commissioner Scott Bartholomew to approve the FY2025 Revised Budget as presented. The motion was seconded by Commissioner Ralph Brown. Votes by voice included Commissioner Vicki Lyman (virtual), Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Sam Steed, Commissioner Dennis Blackburn, and Commissioner Marty Palmer. Motion carried.**

#### B. FY2026 Budget Discussion

Richard opened the discussion for the FY2026 budget. The Medicaid budget request amount that was submitted is \$9,470,000. The analysis by the actuaries came in with a projected revenue of \$9,510,235. While the Center may not see the full projected revenue, the figures are closely aligned. The actuaries did not follow up with Richard, possibly because the internal analysis mirrored theirs. Richard noted that other centers appeared to be inflating their revenue projections, which led to more back-and-forth between those centers and the actuaries. Medicaid CAP numbers continue to fluctuate monthly based on eligibility. The requested amount would be allocated with \$7,405,000

going to MH and \$2,065,000 to SUD. In total, the budget is \$1.1 million less than last year. Commissioner Scott Bartholomew emphasized the preference to project high to avoid under-budgeting. Wages and fringe benefits increased by \$34,000 compared to last year, which includes the 4% merit and cost of living adjustment (COLA). Travel expenses remain flat, with no changes from the previous year. On the expense side, the most notable change is an increase in rent for the payment of the Richfield building. Inpatient services have stabilized at \$1 million, with no major shifts and only minor adjustments across the board. Pelorus has helped significantly, providing reports and spreadsheets to track trends easily. Medicaid CAP, Medicaid fee for service (FFS), state funding, federal grants, and private insurance, etc. all contribute to the \$1.1 million revenue change. The capital budget includes \$334,000. While no new building projects are planned, there is a roof replacement that is needed for the Nephi residential facility. The roof was last repaired in 1997 and is beyond its expected lifespan. A discussion on the roofing project will follow. A vehicle purchase is also under consideration. Additionally, \$528,000 from SUD revenue is budgeted to go into reserves. Commissioner Marty Palmer inquired where the reserves are held. It was noted that the majority of reserves are held in the Public Treasurer's Investment Fund (PTIF). Additional funds are distributed across Federal Deposit Insurance Corporation (FDIC) insured banks up to \$250,000 per institution and a certificate of deposit (CD) at Mountain America Credit Union. Lynnette Robinson continues to manage these placements strategically to maximize interest earnings.

**A motion was made by Commissioner Dennis Blackburn to approve the FY2026 Budget as presented. The motion was seconded by Commissioner Sam Steed. Votes by voice included Commissioner Vicki Lyman (virtual), Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Sam Steed, Commissioner Dennis Blackburn, and Commissioner Marty Palmer. Motion carried.**

#### C. Current Financial Report

As of now, the Center has paid \$2.2 million in Medicaid match, with 92% of the fiscal year elapsed. Approximately 99% of the anticipated Medicaid revenue has been received for MH and 86% for SUD. These figures indicate that actual revenues are trending higher than originally budgeted. County contributions currently reflect 0% because invoices were only sent out in June. As payments are received, these percentages will normalize and align with budgeted expectations. On the expenditure side, 95% of wages and fringe benefits have been spent, which includes supplemental bonuses funded through ARPA. Rent remains elevated due to the Richfield building.

**A motion was made by Commissioner Ralph Brown to approve the FY2025 financial report as presented. The motion was seconded by Commissioner Scott Bartholomew. Votes by voice included Commissioner Vicki Lyman (virtual), Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Sam Steed, Commissioner Dennis Blackburn, and Commissioner Marty Palmer. Motion carried.**

**D. Nephi Residential Roof Bid**

Due to the scope and cost of the Nephi residential roof project, board approval is being requested. Three bids were received: RSW Roofing (Richard S. White) submitted the lowest bid at \$23,250; Clean Cut Roofing quoted \$26,683; and Farrell Roofing provided a bid of \$31,350. The project will involve stripping the existing roof without resheating, and installing a 50-year architectural shingle. Work is scheduled to begin in July.

**A motion was made by Commissioner Scott Bartholomew to approve the Nephi Residential Roof Bid as presented. The motion was seconded by Commissioner Sam Steed. Votes by voice included Commissioner Vicki Lyman (virtual), Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Sam Steed, Commissioner Dennis Blackburn, and Commissioner Marty Palmer. Motion carried.**

**III. MCOT PERSONNEL POLICY APPROVAL:**

Nathan Strait presented the mobile crisis outreach team (MCOT) personnel policy for board approval. The policy aims to formalize expectations and clarify the scope of responsibilities for the team. The policy outlines key areas, including vacation, sick leave, holidays, outside employment, vehicle usage, and safety protocols. It was noted that MCOT staff are permitted to hold secondary employment during their off weeks or scheduled time off, provided they complete a disclosure form. Kory Meacham shared his experience of working on the MCOT team on his assigned week and then seeing private practice clients on his off week.

**A motion was made by Commissioner Dennis Blackburn to approve the MCOT Personnel Policy as presented. The motion was seconded by Commissioner Sam Steed. Votes by voice included Commissioner Vicki Lyman (virtual), Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Sam Steed, Commissioner Dennis Blackburn, and Commissioner Marty Palmer. Motion carried.**

**IV. PERSONNEL ACTIONS:**

Jace Ellsworth reported one personnel action involving Kaytie Oliver, who was a part-time custodian in the Delta office. She worked for a couple weeks before resigning. Custodial services for the Delta office have since been contracted out.

**V. 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 (virtual), Commissioner Scott Bartholomew, Commissioner Ralph Brown,**

**Commissioner Sam Steed, Commissioner Dennis Blackburn, and Commissioner Marty Palmer. Motion carried.**

**A. STRATEGY SESSION & PROPERTY**

**B. CEO PERFORMANCE REVIEW**

**A motion was made by Commissioner Dennis Blackburn to move out of closed session. The motion was seconded by Commissioner Sam Steed. Votes by voice included Commissioner Vicki Lyman (virtual), Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Sam Steed, Commissioner Dennis Blackburn, and Commissioner Marty Palmer. Motion carried.**

**VI. CLOSED SESSION ACTION:**

**A motion was made by Commissioner Scott Bartholomew to approve an amendment to the Chief Executive Officer's (CEO) contract regarding Center vehicle use contingent on the findings of tax regulations and requirements. The motion was seconded by Commissioner Sam Steed. Votes by voice included Commissioner Vicki Lyman (virtual), Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Sam Steed, Commissioner Dennis Blackburn, and Commissioner Marty Palmer. Motion carried.**

**X. MEETING SCHEDULE:**

**The next Authority Board Meeting is scheduled for August 13th, 2025 at 4:30 p.m., location to be determined.**

**XI. OTHER:**

**XII. MATTERS FROM THE BOARD:**

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

**The meeting was adjourned at approximately 6:52 p.m.**

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**Samantha Payne, AP Clerk**