

*****PENDING - SUBJECT TO CHANGE*****

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

DATE: December 11, 2024

PLACE: 282 S 100 E
Richfield, UT 84701

TIME: 4:30 PM

PRESENT: Commissioner Scott Bartholomew, Commissioner Dennis Blackburn (virtual), Commissioner Ralph Brown, Commissioner Vicki Lyman, Commissioner Sam Steed, Nathan Strait, Richard Anderson, Chad Williams, Anna LaDamus, Jared Kummer, Holly Kunzler, Jace Ellsworth, Christian Matthews, Julie Lynn, Samantha Payne

EXCUSED: Commissioner Marty Palmer, Lynnette Robinson

I. APPROVAL OF MINUTES:

A motion was made by Commissioner Ralph Brown to approve the minutes of the October 9th, 2024 Authority Board Meeting. The motion was seconded by Commissioner Scott Bartholomew. Votes by voice included Commissioner Vicki Lyman, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Sam Steed, and Commissioner Dennis Blackburn (virtual). Commissioner Marty Palmer was absent from the meeting. Motion carried.

II. PUBLIC COMMENT PERIOD:

No public present.

III. FINANCIAL REPORT:

Richard Anderson stated Kimball and Roberts completed the fiscal year (FY) 2024 independent audit and will present at the board meeting in January. The audit went well. Lynnette Robinson does a great job. Julie Lynn is stepping up and contributing. FY2024 was an interesting year due to problems with the Medicaid Provider Reimbursement Information System (PRISM). Medicaid still owes the Center around \$2 million for FY2024. Commissioner Scott Bartholomew asked if Richard thinks the money will be sent. Richard stated Medicaid has made promises. He will attend a meeting with the actuaries on Monday, which is a step in the right direction. Things went okay this year without that money, but Richard would have liked to put away more money for building projects. In the end, the change in net position will be just over \$2 million. That much was pulled out of reserves to finish the Richfield clinic. The final FY2024 budget shows \$1.8 million in mental health (MH) and \$475,000 in substance use disorder (SUD) revenue. There have been many years with significant revenue over expenditures so it is not a big deal to

be even or lose a little money now and then. Continuing to be high on revenue may cause Medicaid to pay less. The \$3.9 million in MH and \$818,000 in SUD budgeted for revenue from reserves included the administrative building. Richard did not feel comfortable constructing the Richfield clinical and administrative building at the same time. The administrative building is in the final planning stages. Richard would like to use a local contractor if possible. The plans will be placed for bid in January so ground can break in March. Richard spoke with someone at the SUDMH office to see if they have any other funds for the administrative building. They have American Rescue Plan Act (APRA) funding that is not eligible for building projects. They will provide full funding for the Mobile Crisis Outreach Team (MCOT) at roughly \$300,000. That funding can be diverted to help fund the building. They have federal youth treatment funding, where the state dollars can be used for the building. The Center has money in reserves. The realtor on the old Richfield clinic thinks things will pick up and would like to leave the sale price as is. The sale of that building will help fund the administrative building. Commissioner Vicki Lyman asked if the ARPA money could be obtained for something else and then transferred to use for the building. Richard said the ARPA funds are federal dollars. The Center pays Medicaid match with mostly state funding. No federal dollars can be used to pay Medicaid match. The Center received almost \$800,000 to help complete the building. The terms are very broad so the funds may be used for other buildings as well. There should be approximately \$400,000 remaining plus the sale of the Richfield clinic, MCOT funding, and youth treatment dollars. The total should be approaching \$1.5 to \$1.8 million for the building so not as much will need to be taken from reserves. Last year was almost even if the money taken from reserves to pay for the building is not counted. Commissioner Dennis Blackburn asked if the APRA funding needs to be spent by the end of the month. Commissioner Ralph Brown stated the funds need to be dedicated to a project. Richard thinks the funds need to be spent by the end of the fiscal year. Commissioner Scott Bartholomew stated it depends on whether the funds are restricted or unrestricted. Richard stated the expenditure side of the budget was slightly under for wages, fringe, and travel. Inpatient was budgeted at \$1.15 million and came in at \$932,000. The change in net position was approximately \$2.2 million with \$2 million from reserves to pay for the building. A letter was just received from the Center attorney so the auditors can wrap things up.

Richard presented the cash summary as of November 30, 2024, which shows \$4.3 million in the bank. Richard felt comfortable in the past with \$2 million in reserves. Now he would like to keep that figure at \$4 million or above. He presented the cash summary history for the last 10 years, which shows slow growth through 2019 and then a large increase during the public health emergency.

Richard presented the FY2025 financial report with 42% of the year gone. MH federal block funding is 277% received. Sometimes things appear out of nowhere after budgeting or even disappear. Medicaid match seems a little high. Medicaid sends more eligibility and match up front and then reconciles over time. Revenue from reserves throws the percentage off a little. MH revenue is 45% and SUD 41%. Things look normal. Medicaid is always a big question due to eligibility being off. Commissioner Vicki Lyman asked when the counties will send in their match. Richard stated the Center will bill in March and expect to receive the payments in May. The funds need to be received during the fiscal year. Expenditures show wages and fringe at 44% MH and 42% SUD. Travel is low, but that should increase with NATCON in the spring. Total

expenditures are 39% MH and 36% SUD. Inpatient is tracking at 27%. Emergency observation and supplies is 166% due to a client discharged from the state hospital indigent. The budget is only \$1,000. The Center helped pay for the client's housing and basic needs. Richard stated Medicaid always makes him nervous, but he has a good relationship with them. They know the Center's needs and are working through the PRISM problems. Reserves help absorb these kinds of problems and keep things going. Commissioner Sam Steed asked if administration feels the new administration will keep things steady or create obstacles. Nathan Strait stated the Medicaid regulations should ease. There may be an incentive to do more on the block grant from the federal government rather than strictly Medicaid. He can see tightening on funding but loosening on the federal grant. He has not heard anything specific yet other than questions on who is being placed in the cabinet. Richard stated he is concerned for a staff member the Center has helped with immigration status. Richard received an email from the Utah Association of Counties (UAC) regarding the interim report from the legislature that the Medicaid rainy day fund increased by 20%. They still have not caught up on their payments.

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

IV. TRI-COUNTY TEAM REPORT:

Holly Kunzler stated her 23 staff members have stayed consistent with two office managers, four case managers, eight full-time and one part-time therapists, two substance use disorder counselors (SUDC), one peer support, one nurse, one full-time and one part-time prescribers, one part-time maintenance, and one team leader. She also shares a therapist intern with the Sanpete team. He started part-time in Tri-County but took a full-time position in Sanpete when it opened. He will return to Richfield full-time when the option is available. Clinical services offered on the Tri-County team include evaluations, individual and group therapy, psychosocial rehabilitation groups, case management services, medication assessment and management, and residential living. The residential is currently licensed as both outpatient and residential support. It will be relicensed to residential now that the clinic is complete. MH groups include adult dialectical behavioral therapy (DBT), connection group, day treatment, residential groups, peer support group, mindful-based cognitive therapy, adolescent DBT, and adolescent voices. SUD groups include moral reconnection therapy (MRT), DBT, early recovery, seeking safety, and smart recovery. Community services include recovery court, MH court, family recovery court, Adult Probation and Parole (AP&P) referrals, justice reinvestment initiative (JRI), Division of Child and Family Services (DCFS) referrals, school-based services (SBS), prevention, addict to athlete, and safe (sober) social activities. Richard stated six different groups can run at one time now that the Richfield clinic is complete. Holly asked her team what they thought their strengths were. They stated getting into the new building, being able to run multiple groups at the same time, and having the staff all back together under one roof. It has been difficult having staff in multiple buildings, sharing offices, and not having offices. Their goals for 2025 are to settle into their new building, increase groups, start a grief group, and support each other and clients' physical and MH. Holly plans to discuss these goals in staff meetings.

V. AUTHORITY BOARD BYLAWS:

Nathan stated he began looking at the Authority Board Bylaws last month. Commissioner Marty Palmer took the draft to his county attorney who reviewed it and made updates. It is pretty much a complete revision. A few things have been refined. Regular meetings will be set on the calendar annually. Meetings have typically been held on the second Wednesday of the month. Nathan is hoping this will be a positive change. Responsibilities of the commissioners were revised to remove outdated items. Politically correct language was used. The commissioners agreed that five board members must agree to remove the chief executive officer (CEO) or chief financial officer (CFO). This will be an approval item at the next meeting. A conflict of interest section was added. Commissioner Scott Bartholomew asked if the conflict of interest statement needed to be completed again. Nathan stated he will bring in the previous year's document annually for review. A new document will need to be completed if there have been any changes. Calendar year was corrected to fiscal year. Each county commissioner will need to sign the revised bylaws.

VI. NATCON 25:

Nathan stated NATCON is scheduled in Philadelphia from May 5th through the 7th. The first registration deadline is December 16th at \$1,140 per person. The cost increases March 10th to \$1,240 and April 21st to \$1,340. The commissioners will review their calendars and let Nathan know if they would like to attend. Nathan has looked into activities that can be done as board development. He would like to fly to Philadelphia on May 2nd and attend a Phillies game on May 3rd. Valley Forge is just outside of Philadelphia. This is a great historical site to look at the founding of the nation. The crossing of the Delaware over Trenton is about the same distance as Valley Forge. The conference is downtown so there will be access to Liberty Bell and Constitution Hall. Commissioner Scott Bartholomew stated there is also a river cruise and the Battleship New Jersey. These activities could be done on Saturday and Sunday. The conference is Monday through Wednesday. Flights home could be Wednesday or Thursday. Commissioner Scott Bartholomew stated in the past, the commissioners have paid for any additional days. Nathan stated because this is board development, the Center would pay the costs. It is up to the commissioners to decide what they are comfortable with. Richard reached out to the state travel program who offers competitive pricing through Delta airlines with direct flights at approximately \$500. They provide upgraded seating and change allowances. Spouses may book through them, and Richard will find out how that is reimbursed. Commissioner Scott Bartholomew will probably spend a few days there after the conference and would be willing to share the cost of a car with anyone else who would like to stay. Richard stated they are thinking of renting larger vehicles to carpool.

VII. NEW HIRE TESTING:

Jace Ellsworth stated he was tasked with looking into drug testing for new hires. He met with a couple of the team leaders, and the decision was made to give saliva drug tests using a higher panel test. Any positive tests will require a confirmation. Reasonable suspicion testing is already written in the policy for current staff members. There has not been a lot of hiring lately, but Jace will purchase the saliva tests so they are ready for the next new hire.

VIII. PERSONNEL ACTIONS:

Jace stated the Center's turnover is unreal at only 10%. Taking out the workplace injury decreases the rate to 5%. The rate has not been higher than 15% in the last four years. Jace praised the team leaders for their involvement in staff retention. Commissioner Sam Steed asked why the rate is so low. Holly stated she thinks administration does a great job with pay rates, incentives, retirement, and the staff feel appreciated. Commissioner Vicki Lyman thinks that is huge. Christian Matthews stated the Center tries to create a supportive atmosphere with the goal of supporting each other and clients. Anna LaDamus stated it comes from the top down. Chad Williams stated there are staff working to become fully licensed and who will meet their student loan repayment obligations soon. Those are times staff may leave to do other things. He fully expects to have a couple people step away. Commissioner Scott Bartholomew asked where they would go. Chad stated he has two therapists who come from Utah County to work in Nephi. He thinks one will go part-time to have more children. He would like to accommodate her part-time request if possible. Chris stated there are many group programs or schools that pull staff away. They offer a higher initial salary for someone just starting out but do not have the comparable retirement and benefits package administration has worked hard to maintain. Things on his team have settled down a lot, and consistency has been very good the last six months. Chad stated therapists can get hired by healthcare companies to only provide home online therapy. There is a lot of competition out there. Richard stated there have been many interns scattered throughout the Center at various levels. This is a lot of work for team leaders. Nathan stated it is good for the Center to have interns because the staff members get exposed to everything and see the worst of the worst. If they cannot handle it and do not want to make it a career, it is good to know upfront. Commissioner Scott Bartholomew asked if the Center has sex therapists for offenders as they just lost theirs at the jail to the prison. They get a lot of state funding for the program, and he wonders if someone from the Center will take the position. Jared Kummer stated Medicaid does not cover sex offender treatment so the Center does not offer that service. Chad stated the prison is trying to beef up MH treatment after letting it slide. Nathan stated the legislature is trying to funnel extra funding to corrections to revamp treatment options there. Jared stated the board approved raises really brought staff to the standard in the state, which was huge. Bringing Jace on gives staff another buffer and someone to work with. Commissioner Sam Steed stated they ask staff at Snow College why they want to work there, and the main answer is because they want to stay in the area they were raised in and make a good living.

IX. CLOSED SESSION:

Not needed.

X. CLOSED SESSION ACTION:

Not needed.

XI. MEETING SCHEDULE:

The next Authority Board Meeting is scheduled for Wednesday, January 8th, 2025 at 4:30 p.m. at Steve's Steakhouse in Richfield. The following board meeting dates will be added to the 2025 calendar:

1. January 8, 2025 - Independent audit, chair and vice-chair elections

2. March 12, 2025 - Fraud risk assessment
3. May 14, 2025 - Proposed budget and area plan
4. June 11, 2025 - Budget hearing
5. August 13, 2025 - Clinical services report
6. October 8, 2025 - Outpatient team reports, social requests
7. December 10, 2025 - Year-end items (optional)

This schedule eliminates meetings in February, April, and September to save board members time and ensure the meetings are more efficient. If there is a need to meet and vote on something, that can be scheduled. Commissioner Sam Steed stated he likes an earlier calendar schedule to help him plan. Richard stated there are other boards that only meet every other month. Julie Lynn and Samantha Payne will send the dates out.

XIV. OTHER:

Nathan provided a tour of the new Richfield clinic.

XV. 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 Vicki Lyman. Votes by voice included Commissioner Vicki Lyman, Commissioner Scott Bartholomew, Commissioner Ralph Brown, Commissioner Sam Steed, and Commissioner Dennis Blackburn (virtual). Commissioner Marty Palmer was absent from the meeting. Motion carried.

The meeting was adjourned at approximately 5:55 p.m.

Julie Lynn, Accountant