

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

**DATE:** January 11, 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, Nathan Strait, Richard Anderson, Anna LaDamus, Chad Williams, Holly Kunzler, Lea Gibson, Lynnette Robinson, Julie Lynn

**EXCUSED:** Jared Kummer

**I. SELECTION OF CHAIR & VICE CHAIR:**

A motion was made by Commissioner Dennis Blackburn to uphold the current chair, Commissioner Scott Bartholomew. The motion was seconded by Commissioner Ralph Brown. Motion carried.

A motion was made by Commissioner Ralph Brown to nominate Commissioner Trevor Johnson as vice chair. The motion was seconded by Commissioner Dennis Blackburn. Motion carried.

**II. APPROVAL OF MINUTES:**

A motion was made by Commissioner Ralph Brown to approve the minutes of the November 9th and 22th, 2022 Authority Board Meetings. The motion was seconded by Commissioner Dennis Blackburn. Motion carried.

**III. KIMBALL & ROBERTS INDEPENDENT AUDIT:**

Rick Roberts and Gabe Miller, certified public accounts with Kimball & Roberts PC, reported on the 2022 fiscal year (FY) audit. Rick stated the opinion of the audit is, "The financial statements present fairly, in all material respects, the respective financial position of the business-type activities of the Center as of June 30th, 2022, and the respective changes in financial position, and where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States." This is a clean or unmodified opinion, meaning no errors or irregularities were found during the audit. The report discusses the auditor's responsibilities and provides supplementary information for the reader. The management's discussion and analysis section presents comparative figures to FY 2021. Total assets and liabilities are listed. Basic financial statements are shown. At the end of the year, cash was

\$7,119,419. Total net position unrestricted was \$6,933,743. Some previously restricted funds can now be used in the budgeting process. The statement of revenues and expenditures shows net operating revenues of \$12,656,820. Expenditures were \$10,161,544. Wages and fringe were 71% of this cost. This is a net increase of \$2,495,000 before interest and dividends. Cash flow was good and enough to maintain for next year to continue as a going concern. The statement of cash flows shows what cash was taken in from services and how much was paid out in debt and capital outlay. The year started with \$5,038,246 in cash and ended with \$7,119,419. Gabe added that the benefit expected pension line item is the adjustment of the deferred inflows and outflows of the Utah Retirement Systems (URS) survey. This represents a number the Center does not have control over but added to its net position. Next year it might show a negative number based on what the state does after their audit. This can be material to net position as this year showed an increase. There is no net pension liability because this was zeroed out for all cities and towns. The notes list the amounts of cash and investments. All cash shows as business type unrestricted. Under capital assets, the removal of buildings required reporting of depreciation or appreciation. Right of use assets constitutes any lease type assets held for longer than one year that must be capitalized out. This includes the two Community Impact Board (CIB) buildings in Sanpete and Juab counties. There is not much debt, and the amortization schedules are shown. There are notes relating to the retirement requirements for URS. The combining statements break out mental health and substance abuse with a budget to actual provided. The compliance section reports on internal controls over financial reporting. The Center has great staff with many established internal controls. No deficiencies in internal controls were found. The audit report on compliance over each major program and internal controls is required by uniform guidance and relates to a single audit. Federal expenditures over a certain dollar amount must go through a flow chart type process that results in programs to test. The block grants for prevention and treatment of substance abuse as well as American Rescue Plan Act (ARPA) funds were audited, which amounted to about \$900,000 of the \$1,415,450 received. Commissioner Scott Bartholomew asked how these funds were chosen. Gabe stated they follow the Association of International Certified Professional Accountants (AICPA) testing guidance and considerations. Commissioner Scott Bartholomew asked if the Center knows which funds will be audited. Gabe answered they do not. The determination is based on factors and minimum amounts of coverage. Organizations who have not had a single audit in the last two years will have to audit 40% because they are high risk. Low risk organizations must audit 20%. Another determination could be finding an issue of noncompliance in a program that would push it to be tested. The program audit resulted in a clean, unmodified opinion. Evidence provides the basis for the opinion. The opinion cannot be relied on for legal reasons. Management is responsible for compliance and internal controls. The auditor's responsibilities include targeting risk, using professional judgment, etc. The auditors must document everything they do. The Center was audited on five areas for state compliance. The opinion was that the Center complied in all respects. Rick stated the Center has the controls they need. The fraud risk assessment that is sent in every year gives them a good checklist to see what is required. They are only missing a certified public accountant (CPA) on staff, but of the agencies this firm audits, only one has a CPA. The other agencies have staff with the required education and training. Nathan Strait stated this is Lynnette Robinson's big audit, and she puts in the lion's share of the work. She has everything ready for the auditors, and the Center is a better organization because of her. Lynnette stated the Center deals with a lot of

dollars and only had half that amount when she was hired in 2015. She was also involved with the Center through Six County Association of Governments for 20 years prior to that.

**A motion was made by Commissioner Ralph Brown to accept the independent audit report as presented. The motion was seconded by Commissioner Dennis Blackburn. Motion carried.**

#### **IV. FINANCIAL REPORT:**

Richard Anderson presented the fiscal year (FY) 2023 financial report. All Center funding begins with the 20% county match to state dollars. Each county has a different budget cycle so some will show \$0 on the Center's financial report. The county match is required by state code, and there is no way to reduce it. The match is divided up based on population. The Center matches the state funds. A lot of the dollars from the state are used to match Medicaid. With 50% of the year gone, mental health revenues are 49% and substance abuse 73%. On the expenditure side, most of what the Center pays are wages and fringe. It is a service based organization. Wages and fringe are higher at 59% as expected due to additional staff and recent salary adjustments. Travel is still low. For current expenses, inpatient Medicaid is a category that is closely monitored. The numbers can be deceptive as the amount pending for the year is actually \$1,200,000. Sometimes category percentages look off, such as respite that has a \$500 budget and is showing 222% for spending \$1,100. Substance abuse is right on at 50%, and mental health is 57%. Nothing looks out of the ordinary.

**A motion was made by Commissioner Dennis Blackburn to approve the FY2023 financial report as presented. The motion was seconded by Commissioner Trevor Johnson. Motion carried.**

The budget has increased by quite a bit. The pandemic had a drastic effect. Medicaid had continuous enrollment for those who went on Medicaid during the public health emergency, which will end April 1st. Over the next year, the continuous enrollment will begin to reduce. The state stated they will prioritize providing health insurance for these people. The Medicaid and CHIP programs increased by 64% during the pandemic. The Center will definitely see some numbers decrease, but Richard does not think it will go back to pre-pandemic levels. The Center has \$7 million in the bank. Normally \$2 or \$3 million is preferred, but there are capital projects coming up that will require these funds. Financially, the Center should be fine as everything gets back to normal. Nathan added that the unwinding will take nine months. Each month, Medicaid staff are allowed to review one-ninth of the individuals on Medicaid. The Center will have to make a determination on keeping or discharging the clients whose Medicaid is terminated. The federal Medicaid match was reduced by 6%, which will change things for the Center when it goes back.

The state expanded Medicaid, which gave the Center a new group it is responsible to serve. For the first year and a half, they set rates based on what they thought would be appropriate. After that timeframe, they looked at the rates and realized they underpaid the Center by \$200,000. This money has been received.

## **V. CORPORATE COMPLIANCE REPORT:**

Lynnette stated she is the controller and corporate compliance officer for the Center. The two positions fit hand in hand in ensuring the Center is in compliance. The corporate compliance plan outlines the who, what, why, when, and where to keep the agency compliant to operate federal programs. Corporate compliance affects everything at the Center. The Center must also be compliant with the Health Insurance Portability and Accountability Act (HIPAA), which are national standards to protect client information. Other standards in the plan are code of conduct for employees and contractors, maintaining complete and accurate records, consumer confidentiality, payment of referrals, business courtesies and gifts, quality of care, and consumer rights. Employees are encouraged to report fraud and abuse. Administration makes the determination on if a violation was intentional or a mistake. Risk assessments help determine risks and things that need to be changed. Regulations come from both state and federal requirements, financial matters that threaten policies and procedures, how services are provided to customers, etc. Administration meets about 10 times per year in a Center Administrative Meeting (CAM). Some items that were implemented from this meeting include looking into MotivCare for client non emergency transportation provided by Medicaid, additional compensation for staff who speak a second language and can use it to benefit the Center, certifying staff as play therapy specialists, and aftercare services for substance abuse clients funded through public health. The Performance Improvement Project (PIP) study continues to be revamped and improved. A process was implemented to use \$14,000 in Recovery Support Services (RSS) funding that was previously sent to another area. This is substance abuse funding from the division that is used directly to help clients for things like gasoline, a bicycle, rent assistance, eye glasses, dental services, etc. The Center has \$10,000 for the program this year. The Center has many audits. In FY 2022, a staff member advised his team leader of another staff member possibly engaging in fraud by recording his time of service inaccurately in the electronic health record. As part of that investigation, the employee's services were researched in multiple ways, including face-to-face, virtual, and telephone. Data revealed start times were generally correct, but recorded end times were off from as much as 1 to 66 minutes. It was determined the staff member had incorrectly listed 50% of his service end times. The bottom line was he was in the top 10 service producers so it was mostly a bragging right. He was terminated two days after the complaint. A letter of the findings was sent to the Department of Health (DOH) and the Utah Office of Attorney General (UAG) within three weeks of receiving the complaint. The Department of Professional Licensing (DOPL) put him on probation for three years. Commissioner Dennis Blackburn expressed appreciation to Lynnette for her efforts.

## **VI. OPIOID SETTLEMENT:**

Nathan reviewed the opioid settlement. Each county should have received their first two payments. Some possible uses of the settlement include expanding treatment and recovery, recovery support, expanded program needs, workforce availability, physical structures, services addressing and mitigating the impacts and trauma on families and children, prevention, and Medication Assisted Treatment (MAT) usage. The money can be combined with other counties. Receiving centers and transportation has been discussed. The average payments are all equal except Sevier County has a \$2,000 difference between years two and three. MAT usage can be a great thing in jails and prisons. It helps decrease cravings while incarcerated so when the person is released and tries to use opioids, they will not get high. There have been talks of a suicide

barrier grant. Commissioner Scott Bartholomew asked if the money can be used for the Children's Justice Center. Nathan answered yes, as well as it can be used for victims of opioid use for children whose parents have abused opioids. Commissioner Dennis Blackburn asked if they can donate the money to the Center to be put to good use, and Nathan answered yes.

**VII. PERSONNEL ACTIONS:**

Nathan stated Iris Peterson has moved from a case manager to a Substance Use Disorder Counselor (SUDC) for the Tri-County team. She is currently receiving educational assistance from the Center. Jennie Fullmer and Shalisse Henderson were hired as case managers for the Tri-County team and were just being oriented today. Holly Kunzler thinks they will do a great job as they are excited to learn and work with the clients. Commissioner Darin Bushman asked what SUDC is. Nathan stated this is a bachelor's level position that cannot diagnose but can do a great deal of substance abuse treatment. The Center is trying to expand on it. Chad Williams has done a great job on his Millard-Juab team and has two fully licensed and two SUDC interns. Holly has one more who just passed her test. They really help the therapists. Richard stated interns are being used more to try to obtain full-time therapists when they graduate. Nathan stated there are two new therapist interns. Makayla Peckham is working for the Sanpete team and Heather Anderson for the Millard-Juab team. Chad stated Heather came from the high fidelity program and already has experience working with the Center's population. He thinks she will work very well. Lea Gibson stated Makayla will be attending groups for at least 50 hours as a secondary provider seeing much less difficult clients. Commissioner Darin Bushman asked if the interns are not licensed and just putting in their clinical hours, what are their restrictions versus a licensed therapist? Nathan stated it is the Center's responsibility to train interns. The interns can provide assessments, individual therapy, and run groups. They can do anything a therapist can do, they just have to be directly supervised. The schools require certain types of activities. DOPL is concerned they operate on a master level. They cannot sign notes independently. An internship opens the door for learning. The services can be billed. Commissioner Darin Bushman asked if the interns take time from the licensed therapists. The team leaders state interns can be labor intensive, especially at first. Nathan stated the challenge is the interns are brand new without much experience. Richard stated each licensure requires supervision from the same licensure, which can be tricky. Nathan stated Lance Martin retired as a therapist from the Sanpete team.

**VIII. EXECUTIVE SESSION:**

Not needed.

**IX. EXECUTIVE SESSION ACTION:**

Not needed.

**X. MEETING SCHEDULE:**

The next Authority Board meeting is scheduled for Wednesday, February 8th, 2023 at 4:30 p.m. at Steve's Steakhouse in Richfield.

**XI. OTHER:**

Nathan stated the National Conference will be held in Anaheim, California on May 1st through 3rd. The conference is completely paid for by the Center for any commissioners who would like

to attend. Commissioner Trevor Johnson asked what the conference is about. Nathan stated it is a lot of information on mental health, substance abuse, and prevention. There are clinical tracks for prevention, board members, organization, and governance. It helps to see the trends and how the Center measures up. Commissioner Darin Bushman recommends it. Julie Lynn will send an email with the information. Commissioners interested should let her know. The early bird rate ends March 6th at \$975. Afterward, the registration is \$1,200. An approval to send the team leaders will be on the agenda next month.

Anna LaDamus stated the 40 hour Crisis Intervention Training (CIT) has been scheduled in Sevier County the week of April 24th at the search and rescue building. Commissioner Ralph Brown stated it can be moved to the fairgrounds if needed. Anna stated Piute and Wayne County Sheriff Office staff are invited as well. She will send an email to the commissioners.

Richard stated Juab County will assign a commissioner to the Center's board on Monday. Nathan and Richard will schedule a time to meet with Commissioner Trevor Johnson for new board member orientation.

## **XII. MATTERS FROM THE BOARD:**

Commissioner Scott Bartholomew expressed appreciation for the Christmas gift. It was very generous and well appreciated. The roast was excellent. Richard appreciates the approval for the pay increases. The staff feedback has shown they really appreciate what has been done.

Commissioner Darin Bushman asked if there are any particular goals, objectives, or challenges that UBIC will be putting forward in the legislative session that the commissioners should be aware of to assist with or lobby for or against. Nathan stated the crisis commission has been the big push. They are pushing for things Nathan does not necessarily agree with. One is a rural receiving center in Cache County. They have been overlooked the last two times and are ready to go and have identified a spot. Commissioner Ralph Brown thinks that will be an automatic. Nathan stated they want to fund five additional Mobile Crisis Outreach Teams (MCOT) on population formula in northern Utah. Representative Steve Eliason has a bill he wants to introduce known as VCOT, which is a virtual MCOT team. It entails law enforcement having an iPad to call a therapist for help with a behavioral health challenge. Representative Steve Eliason has been one of the biggest advocates for behavioral health in the state. He has helped grow the system to meet the need. There are many disagreements with him, but UBIC is trying to pick their battles. Areas like Wayne County have many dead spots. Mobile response happens where the emergencies occur and might encounter a dead spot. The officers will be required to stay for the duration of the assessment, which can be a long time. The challenge with MCOT is the time it sometimes takes to get to the scene. Commissioner Dennis Blackburn only has one officer on duty for the entire county. A couple of changes have been proposed to the bill, but Representative Steve Eliason is adamant VCOT is the answer. Anna stated now MCOT is staffed with three therapists on each sub team, the big distances are Millard-Juab, but even then it is 45 minutes to an hour at most with the majority of the time within minutes. Anna will run an average response time from October 1st when the team was fully staffed. Commissioner Darin Bushman stated Representative Steve Eliason must have seen VCOT used somewhere else

because almost everything he puts forth comes from somewhere else. Nathan thinks he saw it in Tennessee.

Commissioner Ralph Brown stated someone reached out to Intermountain Healthcare (IHC) and has a meeting scheduled for January 24th regarding the receiving center. Nathan had a conversation with Six County Association of Governments (SCAOG) who was excited about the possibility of a receiving center in the area. Nathan also met with Sheriff Curtis and toured the Emergency Medical Services (EMS) building in Salina. It could work as a temporary solution. It would not suffice for short-term residential. Commissioner Ralph Brown likes the hospital location the best as far as staffing. Nathan stated there can be repercussions to that location because peer specialists have to be there so the Center would have to staff that at every receiving center. Nathan will provide figures for the cost of a receiving versus access center. Three access centers at hospitals will be substantially more than one receiving center. A centralized location would allow drop off within 45 minutes. Richard stated there is a fear that the state would think a temporary facility is fine and refuse to fund a new building. Commissioner Scott Bartholomew stated it was previously discussed to put the receiving center in Gunnison by the administrative building. Richard stated if the Center obtains the funding, that is where they would like it to go. He is trying to see if the Center can get away with building the administrative building without the architecture. Commissioner Scott Bartholomew stated Valley Builders is going back into business. Richard stated they have been contacted. David Bradley thinks he might get four or five bids. The request for proposal (RFP) is going out for the Richfield clinical building. The administrative building is in the planning and development stage.

**A motion was made by Commissioner Scott Bartholomew to adjourn the meeting.**

**The meeting was adjourned at 6:21 p.m.**

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**Julie Lynn, Accountant**