

**\*\*\*APPROVED 8/14/2024\*\*\***

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

**DATE:** June 12, 2024

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

**TIME:** 5:00 PM

**PRESENT:** Commissioner Scott Bartholomew, Lila Bartholomew, Commissioner Dennis Blackburn, Commissioner Ralph Brown, Kathryn Brown, Commissioner Trevor Johnson, Denielle Johnson, Commissioner Marty Palmer, Commissioner Sam Steed, Wendy Steed, Nathan Strait, Richard Anderson, Anna LaDamus, Jared Kummer, Lynnette Robinson, Kirk Robinson, Holly Kunzler, Steve Kunzler, Jace Ellsworth, Sara Ellsworth, Christian Matthews, Julie Lynn, Ryan Lynn

**EXCUSED:** Chad Williams

**I. APPROVAL OF MINUTES:**

A motion was made by Commissioner Marty Palmer to approve the minutes of the May 8th, 2024 Authority Board Meeting. The motion was seconded by Commissioner Dennis Blackburn. Votes by voice included Commissioner Scott Bartholomew, Commissioner Dennis Blackburn, Commissioner Ralph Brown, Commissioner Trevor Johnson, Commissioner Marty Palmer, and Commissioner Sam Steed. Motion carried.

**II. APPROVAL OF FINANCIAL REPORT:**

Richard Anderson presented the fiscal year (FY) 2024 revised budget. After attending a Medicaid meeting last week, he budgeted a reduction in Medicaid because the funding still has not been received. The Provider Reimbursement Information System (PRISM) requires FY2025 completion prior to FY2024 adjustments. The original budget had \$3.9 million from reserves to finish the Richfield clinical building and begin the Gunnison administration building. That amount will be maintained in the mental health (MH) side of the budget, which corresponds with a reduction in the substance use disorder (SUD) side. There are minor changes in the revised budget with nothing significant. The MH budget remains the same with the SUD budget amended by \$672,243. Lynnette Robinson stated there are line items on the MH budget that will change, but the total will remain the same. Commissioner Marty Palmer asked if the revised budget includes what the counties have paid. Richard will propose a methodology change to the required 20% match later in the meeting.

**A motion was made by Commissioner Scott Bartholomew to approve the FY2024 revised budget as presented by increasing the SUD budget by \$672,243. The motion was seconded by Commissioner Sam Steed. Votes by voice included Commissioner Scott Bartholomew, Commissioner Dennis Blackburn, Commissioner Ralph Brown, Commissioner Trevor Johnson, Commissioner Marty Palmer, and Commissioner Sam Steed. Motion carried.**

Richard presented the FY2025 budget. There have not been many changes since the draft was presented. Revenue from reserves for the administration building was increased after Commissioner Ralph Brown mentioned the \$200 per square foot price. There is some potential on selling the Richfield building with possible interest in the Center carrying some financing. Commissioner Ralph Brown asked the interest rate. Richard stated that percentage is dependent on what the board would like. The commissioners agreed Richard can pursue the sale. Richard stated Medicaid capitation has been firm on providing the amounts requested so that amount has been budgeted. The money out of reserves is targeted for the Gunnison administration building. Wages and fringe benefits include a 4% cost-of-living adjustment (COLA) and 1% Utah Retirement Systems (URS) savings. The budget does not include staff on leave of absence (LOA). If those staff return to work, that money will more than likely need to come out of reserves. There has been a leveling off of inpatient costs at just over a million dollars.

**A motion was made by Commissioner Dennis Blackburn to approve the FY2025 budget as presented. The motion was seconded by Commissioner Marty Palmer. Votes by voice included Commissioner Scott Bartholomew, Commissioner Dennis Blackburn, Commissioner Ralph Brown, Commissioner Trevor Johnson, Commissioner Marty Palmer, and Commissioner Sam Steed. Motion carried.**

Richard stated the FY2024 financial report was discussed in the FY2024 revised budget section.

Richard presented the county match change and showed a history of county match paid. There will be a reduction in county match for FY2025. County match is more of a moving target from year to year. The true amount due is not known until the Center pays their match. Juab and Millard Counties have been paying an extra \$11,000 in county match for drug court the last 10 to 12 years. Sanpete County used to pay as well but pulled that extra county match when their drug court stabilized. Drug court is in a spot now where it does not need as much funding. Drug testing is now outsourced, which saves on paying an employee. Commissioner Marty Palmer asked if the funds will be refunded. Richard stated this will be a change going forward. The counties budget on a calendar year, and the Center budgets on a fiscal year. Historically, the counties have been billed a portion of their county match during the middle of their calendar year, right after the Center's fiscal year begins. The counties budget off this number and pay half, but it is never really half because by the time they pay out of their new budget year, the Center is working out of a new budget year. Richard would like to simplify this process. Normally, the counties are billed in May for the following fiscal year's county match. The counties would then pay one half of the match from their calendar year budget. Richard would like to hold off on that and provide a number for the counties' next calendar year budget. This number will include what is known on the county match as well as an estimate of consensus and state dollars to help pay the Medicaid match. The funds can then be accepted anytime between January and June.

Commissioner Scott Bartholomew asked if the Center will absorb six months of the payments. Richard said no, he just asks the counties to take the amount they budget for July to December and hold it to pay in February or March and then pay it in one check. Commissioner Marty Palmer asked if Lynnette would invoice them that way. Lynnette stated she will send the county allocations for FY2025 in August when the counties begin their budgeting process. An invoice will not be sent until February. Richard stated the funds can be received until the middle of June. Hopefully this will alleviate budget changes for fluctuations in county match because of consensus and state funded match.

**A motion was made by Commissioner Ralph Brown to approve the county match change as presented. The motion was seconded by Commissioner Scott Bartholomew. Votes by voice included Commissioner Scott Bartholomew, Commissioner Dennis Blackburn, Commissioner Ralph Brown, Commissioner Trevor Johnson, Commissioner Marty Palmer, and Commissioner Sam Steed. Motion carried.**

### **III. DISCLOSURE FORM:**

Nathan Strait stated this agenda item will be pushed to August.

### **IV. PERSONNEL ACTIONS:**

Jace Ellsworth stated Tammy Arellano is an office manager in Ephraim who has been hired as a billing specialist for administration. She will move to administration once a new office manager has been hired. Jace helped Christian Matthews conduct interviews today. Benjamin Johansen was a part-time drug screener in Ephraim whose position is no longer after drug testing was outsourced to BeechTree Diagnostics. Laura Leavitt hired on as a full-time prevention worker in Tri-County.

### **V. EXECUTIVE SESSION:**

Commissioner Marty Palmer stated he attended a training that instructed Executive Sessions to be called Closed Sessions. That change will be made going forward.

**A motion was made by Commissioner Marty Palmer 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 Scott Bartholomew. Votes by voice included Commissioner Scott Bartholomew, Commissioner Dennis Blackburn, Commissioner Ralph Brown, Commissioner Trevor Johnson, Commissioner Marty Palmer, and Commissioner Sam Steed. Motion carried. Roll call of those in attendance included Commissioner Scott Bartholomew, Commissioner Dennis Blackburn, Commissioner Ralph Brown, Commissioner Trevor Johnson, Commissioner Marty Palmer, Commissioner Sam Steed, Nathan Strait, Richard Anderson, Lynnette Robinson, Jace Ellsworth, Matt Church, and Mitch Longson.**

**A motion was made by Commissioner Marty Palmer to move out of Closed Session. The motion was seconded by Commissioner Scott Bartholomew. Votes by voice included Commissioner Scott Bartholomew, Commissioner Dennis Blackburn, Commissioner Ralph**

**Brown, Commissioner Trevor Johnson, Commissioner Marty Palmer, and Commissioner Sam Steed. Motion carried.**

**VI. EXECUTIVE SESSION ACTION:**

No action needed.

**VII. MEETING SCHEDULE:**

The next Authority Board Meeting is scheduled for Wednesday, August 14th, 2024 at 4:30 p.m. in the new Richfield clinical or residential buildings.

**VIII. OTHER:**

Nothing to report.

**IX. 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 Dennis Blackburn. Votes by voice included Commissioner Scott Bartholomew, Commissioner Dennis Blackburn, Commissioner Ralph Brown, Commissioner Trevor Johnson, Commissioner Marty Palmer, and Commissioner Sam Steed. Motion carried.**

**The meeting was adjourned at approximately 6:45 p.m.**

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**Julie Lynn, Accountant**