

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

**DATE:** February 10, 2016

**PLACE:** Sevier County Administration Building  
250 North Main  
Richfield, UT

**TIME:** 4:30 PM

**PRESENT:** Commissioner Claudia Jarrett, Commissioner Rick Carlton,  
Commissioner Alan Roper, Commissioner Gordon Topham,  
Brian Whipple, Farrel Marx, Nathan Strait, Richard Anderson,  
Cynthia DeGrey, Chet Ludlow, Chad Williams, Lea Gibson

**I. APPROVAL OF MINUTES:**

**A motion was made by Commissioner Claudia Jarrett to approve the minutes of the January 13, 2016 Authority Board Meeting with the corrections noted. This motion was seconded by Commissioner Rick Carlton. Motion carried.**

**The April 13, 2016 Authority Board was cancelled because of other conflicts so no other meeting was scheduled for April.**

**II. FINANCIAL REPORT:**

Copies of the financial report were distributed and discussed. The large expense under substance abuse travel is due to the substance abuse grant funds we received and we used that money to send several people from the community to some out of state conferences. Another large expense will be under the capital equipment since we have been paying for all the electrical supplies for the Richfield building project. We will be reimbursed for these expenses however.

Commissioner Alan Roper asked how often the counties are billed for the county match and Farrel reported it is usually semi annually. The financial report doesn't show a payment yet from Millard County but Farrel will check on this and report at next month's meeting.

**A motion was made by Commissioner Gordon Topham to approve the financial report. Commissioner Claudia Jarrett made a second to this motion. Motion carried.**

**B. Inpatient:**

At last month's meeting we talked about our inpatient costs being under budget but the month of January has been high for hospitalizations. Farrel distributed a handout showing a breakdown of the costs associated with this and the reasons for the hospitalizations. We haven't paid some of these bills yet but we have encumbered \$185,000. If that is divided by the months we are still under budget about \$35,000 to \$40,000.

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### C. Medicaid Rates:

A handout was distributed showing the new Medicaid rates. The first column shows the new rates for combined mental health and substance abuse. The second column shows just the mental health rates and the third column shows just the substance abuse rates. It looks like a \$2700 increase for FY 2017 based on these numbers.

### **III. CLINICAL PRESENTATION:**

Lea Gibson, clinician for the Millard/Juab team gave a clinical presentation on Seeking Safety - a Treatment Manual for PTSD and Substance Abuse.

### **IV. APPROVAL OF SUICIDE PREVENTION POLICY:**

Nathan distributed copies of the suicide prevention policy which the Division asked us to write. The policy has gone through a number of revisions and is now ready for approval.

**After some discussion a motion was made by Commissioner Gordon Topham to approve the Suicide Prevention Policy. A second to the motion was made by Commissioner Claudia Jarrett. Motion carried.**

Chet Ludlow also offered to provide suicide postvention training to the county commissions if requested. His presentation would take about 15-20 minutes. He is also available to provide similar presentations to community groups.

### **V. BUILDING UPDATE:**

Richard gave an update on the building project in Richfield. The project is coming along well and we expect to have the carpet laid next week. After Richard submits the next draw there will be about \$200,000 left on the project. The \$40,000 allowance has not been touched at all and that will be helpful for office furnishings and some of the architectural costs. There will be some added costs for the locks in the doors and the \$45,000 for the landscaping hasn't been pulled at all but we plan to spend that once the weather gets better. Richard reported this will be a beautiful facility for the clients and also a place where we can hold our Authority Board meetings. We should be able to hold our April Authority Board meeting there in the conference room.

### **VI. UPDATE ON VEHICLE PURCHASE:**

Richard and Brian obtained local bids for the vehicle purchase and the low bid came in at \$32,537.00 from Freedom Ford in Gunnison. The bid we had received from Ken Garff was \$33,216.00 so Richard has ordered the van from Freedom Ford. The purchase price will be

\$150.00 more because we ordered the van in white. A bid was also obtained from Jorgensen's and it was \$32,710.00.

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The motion approved at last month's meeting was for a price up to \$32,000 so a new motion was required.

**A motion was made by Commissioner Rick Carlton to approve the purchase of a Ford Transit Van in the amount of \$32,687.00. The motion was seconded by Commissioner Gordon Topham. Motion carried.**

### **VII. LEGISLATIVE UPDATE:**

Our main legislative priority is to get the \$6.4 million as ongoing funding where up to this point it has been approved as one time funding only. The other priority for this year's session is \$5 million which has also been one time funding but it isn't as high on the priority list so we aren't feeling quite as positive about it passing.

Brian also reviewed a slide showing the county Medicaid match. Those counties at the 20% match would have a match increase whereas those matched at a higher amount are already overmatched so this doesn't hurt them as much.

The second slide showed the Medicaid population and funding. The blue shows the physical health dollar, the red shows the number of eligibles and the green shows the mental health general fund dollars available for match. UAC put these slides together and they are great to use as talking points with the legislators as we discuss our funding priorities for the legislative session.

### **VIII. TRANSITION PLAN FOR EXECUTIVE ASSISTANT:**

We are working on a transition plan for Cynthia DeGrey who plans to retire July 1st. Her position was advertised within the Center and we had four office managers apply. The position has been offered to Julie Lynn who currently works as the office manager at our Nephi office. Julie's replacement will be advertised now so she can get hired and start working and then we plan to have Julie spend May and June training with Cynthia. Lynnette Robinson will take over the team leader position that Cynthia has been doing but we want to have both Lynnette and Julie cross trained so they know 100% of each other's duties.

The new policy for the Health Retirement Account was approved at last month's meeting and states that if you retire at age 65 or older, you go from the potential of receiving \$30,000 to a reduction of \$15,000. Cynthia will turn 65 in April but since she doesn't plan to retire until July, she will only receive the \$15,000 so Brian is requesting that Cynthia receive the full \$30,000

since the policy was just implemented. This item was not listed on the agenda so the discussion will be tabled until next month.

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### **IX. BI-COUNTY THERAPIST:**

Kelly Byars has been working as a clinician at the Nephi office. She recently resigned because of her husband's employment which requires that he live within 30 minutes of his job so they had to move from the area. Chet Ludlow has conducted interviews for the position but has now decided to wait until graduation in the Spring to see what newly graduated students might have an interest. We will also have a better idea of our budget by then as well.

### **X. OTHER:**

We received the ruling from our attorney today regarding the Utah Supreme Court's decision on Mr. Davis' appeal. The court denied his petition.

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

Commissioner Claudia Jarrett asked about our GRAMA officer. Brian noted that Farrel did complete the training but we haven't officially designated him as the GRAMA Officer. We will place this item on the agenda for our next meeting.

She also asked about the deficiencies noted as unresolved from the 2015 Division of Substance Abuse and Mental Health audit. Nate reported there are certain levels in the report that require a corrective action plan but deficiencies aren't required to be included. We discuss this with the Division every year when their visit is held but they still have to include it in their write up. Commissioner Gordon Topham felt it would still be good to include something in our response about the deficiencies even though it isn't required. Commissioner Jarrett applauded the employees for the work they do and the amount of paperwork and auditing that has to be completed by the Center and its employees.

### **XII. MEETING SCHEDULE:**

**The next meeting will be held on Wednesday, April 13, 2016 at 4:30 pm**

**The meeting adjourned at 6:25 pm on a motion by Commissioner Gordon Topham.**

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**Cynthia DeGrey, Executive Assistant**

