MINUTES
CENTRAL UTAH COUNSELING CENTER CENTER
AUTHORITY BOARD BUDGET HEARING

DATE: **June 22, 2016**

PLACE: **Broken Spur Inn**
955 E SR 24
Torrey, UT 84775

TIME: **4:30 PM**

PRESENT: **Commissioner Alan Roper, Commissioner Dennis Blackburn, Commissioner Claudia Jarrett, Commissioner Gordon Topham, Brian Whipple, Farrel Marx, Nathan Strait, Richard Anderson, Lynnette Robinson, Alan Nell, Chet Ludlow, Chad Williams, Cynthia DeGrey, Julie Lynn**

EXCUSED: **Commissioner Rick Carlton, Commissioner Darin Bushman**

A Budget Hearing was held on this date for the purpose to review the proposed budget for FY 2017. Copies of the proposed FY 2017 budget and a handout showing the employee wages and fringe benefits were distributed to those in attendance.

The proposed budget shows a 1.5% increase in health insurance and a slight increase in dental insurance compared to no change in last year's premiums. The Center's focus on wellness has helped keep the rates low.

The Center proposes a 2% cost of living raise at $27,000 and a 0.5% merit raise at a little less than $10,000. The merit raises are based on yearly reviews and determined by the team leaders. Commissioner Alan Roper raised the question if this raise is fair compared to other agencies.

This has been a difficult budget year due to legal changes in overtime pay. The Center also has a hard time recruiting because the pay scale for therapists is not competitive with other agencies. The Center may be faced with a change in pay structure if it cannot remain fully staffed.

There is a new position listed for a JRI therapist. Sharon Lopez is retiring the end of December, and her replacement will begin training six months prior to her departure which will create a crossover. Commissioner Claudia Jarrett requested for next month's meeting that Farrel add a column to the budget sheet with the names of staff assigned to each position.

There is a concern with Medicaid funds where they may not be received for a few months while the contract renewal takes place. The Center can use its reserve funds and bill down some state dollars, which will keep things going into January if that becomes necessary.

The Budget Hearing closed at 5:40 p.m.

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Julie Lynn, Executive Assistant

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I. APPROVAL OF MINUTES:

A motion was made by Commissioner Claudia Jarrett to approve the minutes of the May 11, 2016 Authority Board Meeting. The motion was seconded by Commissioner Dennis Blackburn. Motion carried.

The Minutes reflect the residential purchases over budget were for electrical materials later refunded by the contractor.

II. FINANCIAL REPORT:

A. Approval of 2017 Budget:

Revenue over Expenditures is $86,631.00. There was a discussion on the 2% COLA raise where other agencies in the area are not receiving raises this year.

A motion was made by Commissioner Claudia Jarrett to approve the 2017 budget. The motion was seconded by Commissioner Dennis Blackburn. Motion carried.

B. Budget Report 2016:

Copies of the financial report were distributed and discussed. The budget does not need to be opened or amended this year. The Center has spent 92% of the Mental Health and 80% of the Substance Abuse budgets. The mental health budget will be increased in next year's budget to allow for this increase. There was a discussion on which accounts a few items were billed to such as Health Incentives that had been charged to Operating Expenses. The Substance Abuse Residential has a budget of $13,000 with no funds spent to date, but Farrel Marx noted just recently some clients were sent to a residential program, and the bills for those services have not

yet been received. The Residential Indigent budget is for unfunded clients, and the Center did not have any of these expenditures so far this fiscal year.

A motion was made by Commissioner Gordon Topham to approve the financial report for May 2016, seconded by Commissioner Dennis Blackburn. Motion carried.

B. Inpatient:
The Center is obligated to $288,000 of the $375,000 Inpatient budget with a few more bills coming in.

C. Medicaid Contract Issues:
The TANF funds (Temporary Aid to Needy Families) used for in-school services discussed in Section V may create an issue with the Medicaid contract because they are non-Medicaid services. The FY17 Medicaid contract has not been completed yet, and the Center will not receive any Medicaid funds in the new fiscal year until this is in place. The Center has money in reserve funds to carry the organization through the end of this calendar year if the contract is not signed by then.

III. POLICY MANUAL CHANGES:

Copies of the policy manual changes were distributed and discussed. Items in red are additions and deletions are in yellow. This is a work in progress that will be reviewed by the Center's insurance broker and possibly an attorney. Items discussed that were unclear will be researched and addressed again at the next meeting in August.

1. **General Statement**. Doing Business As (DBA) Central Utah Counseling Center (the "Center") was added under General Statement for Central Utah Mental Health Substance Abuse Center.
2. **Equal Employment Opportunity Statement**. The addition of military status, sexual orientation, genetic information, and any protected group is required by law.
3. **Confidentiality**. All persons affiliated with the Center, including Board of Directors, contractors, etc. who perform services on behalf of the Center are required to be familiar with and adhere to the concepts of confidentiality and privacy as contained in the Center Privacy Policies and Procedures as well as the Information Systems Policies and Procedures. Copies of these policies and procedures will be made available to every employee of the Center.
4. **Inappropriate Workplace Employee Conduct**. There was a discussion on employee behavior outside of work and how this should be written in the policy manual.
5. **Appeal**. Section title changed to "Employee Rights of Appeal". Employees may appeal their rights through their supervisory chain up to and including the Executive Director. They may further appeal to the Authority Board where the decision is then final.
6. **Reduction-in-Force**. The statement regarding the decision to reduce the Center's workforce is left solely to the discretion of the Executive Director will be removed.
7. **Hours of Work**. There was a discussion on the legal requirements of providing employee health insurance benefits, and further research is needed before a policy manual change can be implemented.

8. **Salary Increases and Employee Appraisal**. Overtime must be approved in advance by the team leader except in case of an emergency. The statement that the Executive Director can make legal exceptions to these policies was removed.
9. **Retirement**. The 401(k) retirement option was removed. The new post-retirement benefit was added with any information regarding the previous benefit removed.

IV. APPROVAL ITEMS:

A. Officer Designees

The Center needs three officers not yet designated for Security (Data), Privacy, and Equal Employment Opportunity.

A motion was made by Commissioner Gordon Topham to designate Richard Anderson as the Security Officer, Nathan Strait as the Privacy Officer, and Farrel Marx as the Equal Employment Opportunity Officer. The motion was seconded by Commissioner Claudia Jarrett. Motion carried.

B. Wireless Access Points

The Center would like approval to purchase wireless access points for each of the offices. The Center is currently using residential type access points. A more robust version offers reliability, power, protection, and integrated management. It also offers the option of a guest network which filters any computer or device connected to it. The need for this comes from the many different people outside the Center who bring in their own devices for meetings and access the Center's network. The ability to virus protect the network is vital. The access points are $525 each with $112 for the power injector. The network cable allows the connector to be placed in the best suited office without an outlet. Richard Anderson tested the device in Nephi where it is currently installed and working well. Access points are also needed in Delta, Fillmore, Mt. Pleasant residential, administrative office, Ephraim, and the four locations in Richfield (the main office, residential, white house, and day treatment center). The Gunnison and Loa offices do not need access points because they do not run into the same issues with external devices accessing the network. The total for the wireless access points is $5,741.50 and will come out of the Capital account. Payments will be made so the purchase can be expensed rather than depreciated.

A motion was made by Commissioner Gordon Topham to purchase the wireless access points for $5,741.50. The motion was seconded by Commissioner Dennis Blackburn. Motion carried.

C. Vehicle Purchase

The Executive Director's Toyota Camry will be transferred to another team, and the Chief Information Officer's Ford Fusion to the Hospital Liaison. In researching replacements for these vehicles, a wise investment seems to be the Ford F-150 due to its cost, resale value, and hauling benefits such as moving clients. They have EcoBoost engines which achieve better fuel efficiency. Commissioner Gordon Topham suggested looking into a program the Sevier County Sheriff's Office uses to lease trucks, and he will forward the information to the Center. Commissioner Alan Roper also requested the Center contact dealers in the catchment area for prices. Vehicles purchases are always done after the inpatient costs have been determined for the

year. This year's inpatient costs are under budget so the vehicle purchases are deemed financially sound.

A motion was made by Commissioner Gordon Topham to approve the purchase of two Ford F-150 trucks for $39,084 and $37,373 after researching the other opportunities suggested. The motion was seconded by Commissioner Claudia Jarrett. Motion carried.

V. STAFF CHANGES:

Elizabeth Brown is the new Family Resource Facilitator (FRF) for Millard County. She was hired in May and lives in Fillmore. She attended FRF training in Salt Lake City two weeks ago and seems like a solid team member. She worked with families back east while her husband was in medical school.

Lexi Peterson, who replaced Julie Lynn as the Nephi office manager in March, has resigned. She was offered a higher paying position in Nephi she had applied for several months ago. Carla Whiting, who was in line for the position when Lexi was hired, accepted the position and started last week. Lexi will train Carla until she leaves on June 30th. Julie can provide training if necessary.

TANF (Temporary Aid to Needy Families) federal funds are available to help schools 6% below poverty level. The Center made a preliminary proposal to have a presence in the schools by hiring three therapists and three case managers and offering one day of prescriber time per month. TANF will cover 5% of the overhead. The data presented from the Department of Workforce Services seems to be inaccurate. Chad Williams stated the Sevier School District has received TANF funds that will be allocated to pay for psychotherapy. The principals will determine who receives the treatment, and they will contract with the Center to provide this treatment. Governor Gary Herbert and Lt. Governor Spencer Cox are behind this program, and the Center would like to be involved in making an impact on intergenerational poverty.

VI. MEETING WITH JUAB SCHOOL DISTRICT:

The Center has had a couple of conversations with Juab School District board members regarding the high number of youth in services with substance abuse problems in the area and what can be done to help prevent these issues. Superintendent Rick Robins invited Chet Ludlow to their retreat in August. Superintendent Robins mentioned 10 hours spent with the youth is equal to 100 hours spent with an adult. He believes the best solution to this problem is to spend more time with the youth. The Center would like to have a presence at school orientations to show support and offer assistance. The SHARP survey continues to be discussed, and two board members are now leaning toward the survey while the other three are still against it. There is a group in Millard County called MASS where all the organizations in the county meet to try to help children struggling with behavioral problems. Commissioner Alan Roper would like Chet Ludlow to meet with the Millard School District and provide feedback at the next Authority Board Meeting.

XIII. EXECUTIVE SESSION:

A motion was made by Commissioner Claudia Jarrett to move into an Executive Session for the purpose of the performance review of the CEO. The motion was seconded by Commissioner Dennis Blackburn.

A motion was made by Commissioner Claudia Jarrett and seconded by Commissioner Gordon Topham to move out of the Executive Session. No action was taken during the Executive Session.

XIV. MATTERS FROM THE BOARD:

Commissioner Alan Roper presented Cynthia DeGrey with a plaque for her retirement from the Center after 39 years of dedicated service.

XV. MEETING SCHEDULE:

General Staff Meeting will be held on Tuesday, July 12, 2016 at 10 a.m. at Snow College South Campus if any commissioners would like to attend.

The next meeting will be held on Wednesday, August 10, 2016.

The meeting ended at 7:35 pm on a motion by Commissioner Dennis Blackburn with a thank you for all who spent the day attending the Authority Board retreat in Wayne County.

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Julie Lynn, Executive Assistant