

**COUNCIL MEETING**

**MINUTES**

**JUNE 22, 1999**

**COUNTY COUNCIL MEETING MINUTES INDEX**

**June 22, 1999**

**Agricultural Protection Area/Ropelato - Public Hearing.....5**

**Ambulance Discussion.....9**

**Bear River Health Presentation - Dr. Mick Pattinson.....2-3**

**Budget Opening 1999 - Public Hearing.....6-7**

**Convention Center Presentation - Tom Jensen.....4-5**

**County Clerk's Vacancy -Discussion.....9-10-11**

**Library Committee Fund Raiser - 1994.....12**

**Resolution No. 99 - 14 - Victim Advocate Coordinator - Status change.....7**

**Resolution No. 99 -15 - 1999 Budget Adjustments.....9**

**Resolution No. 99 -16 - Agricultural Protection Area/Ropelato.....9**

**Restaurant Tax 1999 Recommendations.....7-8**

**Victim Advocate Coordinator- Status change - Resolution No. 99-14.....7**

**Wild and Scenic River Proposal - Discussion.....11-12**

## **CACHE COUNTY COUNCIL MEETING MINUTES JUNE 22, 1999**

The Cache County Council met in a regular session on June 22, 1999 in the County Council Chamber, 120 North 100 West, Logan, Utah 84321.

### **ATTENDANCE:**

Council Chamber Darrel L. Gibbons, Council Members Sarah Ann Skanchy, C. Larry Anhder, Layne M. Beck, Guy Ray Pulsipher and Cory Yeates. Vice Chairman Craig Petersen was excused.

Others present were: M. Lynn Lemon, Cache County Executive, Pat Parker, Executive Assistant, Tamra Stones, County Auditor, Jim Smith, County Human Resource, Lynn Nelsen, County Sheriff, Lorene Greenhalgh, Zoning Administrator, Clark Israelsen, Fair Board, Charlie Batten, Fair Board, Jill Zollinger, Deputy Clerk, Kim Gardner, Deputy Clerk, Glenn Tingey, Great Western Rodeo, Dr. Mick Pattinson, Bear River Mental Health, Tom Jensen, Jensen-Haslem Architects, Christensen Wilson, Jensen-Haslem Architects, Brian Ferebee, Forest Service. Representing the media were: Mike Weibel of the Herald Journal and Jennie Christensen of KVNU.

### **CALL TO ORDER:**

Chairman Gibbons called the meeting to order at 5:03 p.m. and welcomed all in attendance.

### **INVOCATION:**

The invocation was given by Council Member, C. Larry Anhder.

### **AGENDA AND MINUTES:**

The agenda was approved as written. The minutes were corrected as follows: Page 1, the word "cravein" should be "cavein". Under the Executive report add the word InGeo Tax "System" Roll. On Page 4 change "budget shall to" to "budget shall be". Page 6, add on behalf of the E.J. Miller "Real Estate" Trust. Page 7 delete A motion was made to approve the two positions by Anhder. "approve the two positions." Page 9, add Perhaps more should "be" done to.

**The minutes of June 8, 1999 were approved as corrected.**

## **REPORT OF THE COUNTY EXECUTIVE:**

The County Executive, M. Lynn Lemon, reported on the following items:

1. Emphasized the Governor's Banquet with the Mayors and Council members in the County is on July 9, 1999 at 7:00 p.m. at the Coppermill. All the Council members have been signed up to attend. This an opportunity for our Council to meet with the other city councils and with the Governor and talk about general issues.
2. Ron Gereau, our Road Department employee, is doing very well and was released from the hospital on the 14<sup>th</sup>. Jim Smith responded that Ron had picked up a fever somewhere yesterday and has been transported back to LDS Hospital in Salt Lake City. They don't know if this is good or bad at this time. Lemon visited with Gereau at home and Ron had indicated that he did have some serious internal injuries and would take some time to heal.
3. Indicated at the last meeting that we had hoped to have the InGeo Tax System up, but still don't have that date at this time.
4. Referred to a copy of a letter sent out to all department heads listing priorities for County Government for the Workshop on June 29, 1999. Lemon had spoken with all the department heads to get their input. The projects may not be ranked the way the Council views County Government in the next 5 , 10 or more years, but it is really for a basis to begin discussions. If the Council is aware of other issues they should be brought up at the meeting. Department Heads have also been invited to address other issues if they have any.
5. Council Member, Larry Anhder has been appointed to the Statewide Water Task Force. He will represent our area on that Task Force.
6. Warrants for the period of June 10 and June 18, 1999 were presented for filing in the County Clerk's Office.

## **PRESENTATION - DR. MICK PATTINSON, BEAR RIVER MENTAL HEALTH:**

Chairman Gibbons welcomed Dr. Mick Pattinson, Director of Bear River Mental Health. Dr. Pattinson referred the council to the Area Plan prepared for 1999/2000. The document is required by the State Mental Health Authority. It is basically the same report as was prepared for last year. This report had to be into the State by May 1, 1999.

Lemon asked about changes coming down because of the passage of HB102. Dr. Pattinson responded that that was his next agenda item.

Dr. Pattinson has a summary document which he would like to bring back before the Council in about two months concerning the changes. It is broken down in three sections. (1) What is going to be the needs of the Mental Health Center; (2) What is going to be different for you as the Mental Health Authority; and (3) What is going to be different through the Division of Mental Health. Dr. Pattinson will walk through this bill so the Council will have a clear understanding of what that bill meant in various fashions.

Dr. Pattinson then referred to the annual report which was prepared for the Board of Directors. Program highlights include: Acute Risk Management Program, work with Logan Regional Hospital in the Behavioral Health Unit, The Brigham House, experienced success in decreasing the hospitalizations for children and youth by targeting children at risk with early intervention services before hospitalization is required, expanded capacity to provide services on a regular basis in Rich County, are in a cooperative effort with UAMI and local law enforcement in Community Intervention Team model, beginning to think about risk management procedures and improving our crisis responsiveness, recruited a nurse practitioner to assist on the medical team, have agreed to work with Utah Nonprofit Housing Corporation to assist in developing and building a 14-15 unit apartment building for the seriously and persistently mentally ill in Brigham City, review on Medicaid and the Division of Mental Health were both very positive, a Quality Improvement Committee was developed this year to oversee organization-wide quality improvement activities, completed a revision of the entire Personnel Policies Manual. (Attachment #1)

Dr. Pattinson reported on the amount of work being done with children both in the community and the school system. This is proving to be very successful in addressing the mental health needs of children at a young age. Dr. Pattinson also reported on the following: Bear River Mental Health Fiscal Year 98/99 new admits, Admissions Comparison Fiscal Year 99 based on 11 months, Referral Source, Diagnostic Categories for FY 99, State Hospital Admissions, Income, Payment Source FY99, Trends in Revenue Source, Medicaid Inpatient Days, Service Hours, Comparison of Revenue, Expense, and Fund Balance and Estimated Budgeted Expenses/Income for 9 months actual. (Attachment #2)

Anhder questioned the size of staff - 115. Dr. Pattinson responded that approximately 2/3rds are full time and 1/3rd is part time. Anhder asked about the change in fees in the last 10 years with revenues coming from client fees and insurance vs. the other categories. Anhder thought that client fees and insurance would have increased rather than decreased in the percentage. Dr. Pattinson responded that this has a lot to do with managed care and the influx of Medicaid.

Chairman Gibbons thanked Dr. Pattinson for his presentation and report. Dr. Pattinson asked the Council to call any time if they had any questions about patient care or the services rendered by Bear River Mental Health.

## PRESENTATION - TOM JENSEN - PROPOSED CONVENTION CENTER

Tom Jensen explained that he is representing a group called Central Logan Properties. John Booth is the leader along with his partner. The genesis of this project is that the Coppermill and Emporium are owned by John and Mac. They have been quite successful in the expansion of this facility. When they anticipated doing this expansion they expected to do 350 events a year. They are currently doing 5 times that -1500 a year. The parking lot is full! Booth approached Jensen to come up with a concept that would bring people to downtown. This is where the concept of a Conference/Hotel/Retail and perhaps maybe some offices facilities came about. Because the proposed development would be interactive with the food services already being generated it needs to be connected. First phase would be approximately 30,000 square feet, second phase - the parking terrace would be next and then potentially a hotel. The entire project would take the entire block. A critical issue is the number of retail establishments in the north end and south end of Logan. A lot of the major and good retailers have moved out from downtown to the north or south ends. The downtown main street, from Fuhrman's Framing on 100 South up to the County Building - 200 North is quite intact. Meaning there is a wall or facade intact. This development would create a pedestrian zone. You get out of your car, you can walk around, you can shop, you can go to movies. It is designed to enhance the present retailers and restaurants. There is talk about doing a cooperative venture with Utah State University. The current market for hotels here shows the rates are low. The occupancy is fairly low here also. A four star or high three star hotel being in Logan is not feasible today. We would like to see a full service hotel here, would it pay for itself today - no. What is being proposed tonight is building an expansion to a food service meeting facility that is already very viable and very good. It is suggested that perhaps a first phase would be a conference center approximately 30,000 in square feet which would include a ballroom or open meeting space plus free function space and break out rooms. The parking would have to be for approximately 600 cars with surface parking accommodating 250 cars thus requiring a parking terrace to accommodate 350 cars. This would be done in cooperation with the other motel owners in town. If a conference were booked for 200 - 300 people, a lot of rooms would be sold to Baugh, Weston, Crystal, etc. This phase would be private funded. We would like to begin construction this fall.

Logan City has been very strong in cooperating with this group in pursuing this development. BRAG is also supportive with an interim loan of up to 4 million dollars that would be paid back on the credit line of the ventures. This is a project that would very strongly benefit the entire community by bringing people here that we do not have to build schools for, really don't have to build roads for and they spread their dollars fairly evenly. The University could now sponsor larger conferences and would be supportive of that. Jensen requested to come before the Council in the future and open dialogue for financial support.

Lemon asked if Jensen had gone to the Bridgerland Travel Region Hotel and Motel Association. However, since there will not be a hotel/motel built at this time in their eyes or ours, we are now approaching them one by one on the conference center. Skanchy asked about where the development would be now. She understood that it would be in the parking area. Jensen agreed

that was correct. Anhder questioned about this project being partially funded by Transient Room Tax and/or Restaurant Tax if it were privately owned. Jensen responded that it is both privately and publicly owned. The conference center would be privately owned and talk is going on right now with Logan about the parking being a public/private partnership. Beck asked what kind of public subsidy are they looking for - parking. Jensen responded yes for parking. They feel that the parking facility will probably break even and the conference center will make a profit. Lemon asked about parking facility. Jensen responded that they had to replace what is there now. It must make the people feel free to come in and shop and eat but not park there all day. Beck asked if space was available, could they sell permits. Jensen said absolutely. Jensen will arrange to come back to the Council at a later date.

**PUBLIC HEARING - AGRICULTURAL PROTECTION AREA - ROPELATO:**

**Skanchy made the motion at 6:04 to open the public hearing. The motion was seconded by Anhder. Passed unanimously.**

Chairman Gibbons advised the Council that a letter had been received from the Soil Conservation Board and they had no objection to this proposed agricultural protection area.

Lorene Greenhalgh, Zoning Administrator for Cache County was recognized. Greenhalgh spoke on behalf of the Cache County Planning Commission. The Commission has no objection to this proposed agricultural protection area being approved. However, they did have an area of concern. That is that when one of these areas are recorded there is no way for anyone to know that this property is in an agricultural protection area. If someone wanted to purchase a parcel next to any of these properties, there is no way to look at the plat and know this. The only way to find them is to do a title search. The Planning Commission wanted to make a recommendation to the Council that they do an ordinance or find some way to have some sign put on the plat so that as you look at those plats for whatever reason you can readily detect that these parcels are in an agricultural protection zone.

Lemon did not disagree with the recommendation. However he was not sure how this would be accomplished. Skanchy asked if the Recorder could do things like this. Lemon was not sure but would check into it. Anhder stated that it is the State Law that property within 300 feet of an agricultural protection area have this statement added to it. Gibbons stated that this means it would be contiguous property. Anhder felt that it would be more work for the County Recorder, but should probably be done. Skanchy stated that there was a subdivision going in next to the airport within two miles and the Airport Authority has requested that the current owner sign an avigation easement that goes with the land concerning noise, etc., and in addition to commit them in some way as they sell properties in that subdivision that their buyers are notified of the adjacency to the airport.

Gibbons felt it would be appropriate to ask the County Attorney for direction. Parker will follow through and obtain an opinion from the County Attorney.

Skanchy asked if there was anyone from the public who wished to speak. Gibbons stated the public hearing should be closed.

**Skanchy made the motion to close the public hearing on the proposed agricultural protection area - Ropelato. The motion was seconded by Pulsipher. Passed unanimously.**

**PUBLIC HEARING - OPEN 1999 BUDGET:**

**Beck made the motion at 6:14 to open the public hearing for comments on the proposed adjustments to the 1999 Budget. The motion was seconded by Skanchy. Passed unanimously.**

Tamra Stones, Cache County Auditor addressed the Council. Items addressed were: Fast Cops Grants for School District, VOCA Grant, Class B Road Allotment, Adjustment for Public Notices in Zoning Department, Ambulance Fund, Airport Fund, Extension, VOCA donation, Sanity Exams.

Gibbons asked for public comment or questions. No comment.

**Anhder made the motion to close the public hearing on the proposed 1999 Budget adjustments at 6:14 p.m. The motion was seconded by Beck. Passed unanimously.**

Skanchy asked about the VOCA Grant it was for \$92,000.00. Is this a new grant? Stones responded that it goes from July 1, 1999 to June 30, 2000. Skanchy asked about the revenue figure of \$8,619.00 - the amounts total to more than that. Stones explained that you need to take the \$600.00 off and the \$299.00 off then it balances. Skanchy asked to whom do the Victims Department pay rent. Stones responded Cache Valley Bank. Skanchy clarified that they do not rent space from the Attorney's Office, but pay their rent direct to the Bank. Stones responded that was correct. Last year their rent was paid to the Bank directly from their Grant.

Skanchy then questioned the totals for the Sheriff's grant. Stones explained there is the federal grant of \$39,180.00, there is the School's contract contribution of \$30,000.00, and then there is the County's contribution which ends up being \$30,000.00 if you add the \$28,000.00 and the \$2,000.00 that was shifted out of advertising. Lemon asked if this was based on assuming an August 1, 1999 hiring date. Stones felt that was probably correct.

Beck questioned the ratio between salaries for Sheriff's employees and benefits. The increase there appears to be roughly 40% benefits. Isn't that high? Stones responded that it depends whether they cover themselves with family insurance or maybe they take single or two party. The estimate is always on the family premium. Beck stated that the benefit ratio for the county as a whole is like 30% - 31%. Stones responded that it depends on what department you are talking about. Lemon agreed it was about 30%. Beck stated that on the proposed budget adjustments it was showing 48%. Stones explained that they took their salary spread sheet and picked one to



estimate on. Beck felt that the ratio is a little out of line as one looks at the budget as a whole.

Gibbons asked for any other questions.

Skanchy commented on the \$200,000.00 for the Airport explaining that the resolution was adopted in December permitting the Authority to obtain funds from the general fund for land purchase. The Authority hopes to be reimbursed by federal funds and the money will then go back into the general fund.

Beck questioned the appropriation on the ambulance. Lemon responded that he and the Mayor got together and agreed on a 50/50 split. Based on Logan City's best projection, and it may go down, they thought it was about \$160,000.00. If Cache County agreed to pay 50%, there is already \$10,000.00 in the budget and this would be the additional \$70,000.00 needed to make the \$80,00.00.

#### **RESOLUTION NO. 14 - DESIGNATION OF EXEMPT EMPLOYEE:**

Chairman Gibbons referred to the resolution dealing with changing status for the Victim Coordinator. The resolution is on for final consideration tonight. Skanchy explained that she had some concerns and had asked for an opinion from the County Attorney. The County Attorney was absent from this meeting. Skanchy's question was to it being a position under grant. It seems that if the Attorney is worried about all the compensatory time, would the grant not be paying for that and not coming out of the Attorney's budget at all? Lemon responded that the grant does not pay for that. However, they are eligible for comp time and the comp time compounds the problem as they take it off. Skanchy felt that as it was a grant position, then the grant would cover and once it is done with there is no more money. Lemon stated the grant agrees on a dollar amount and that is all they will pay. Stones stated that the grant will not pay overtime. Skanchy asked if the grant would not pay overtime, then are we (the County) in violation of the Fair Labor Standards Act. Lemon stated no, because we (the County) are giving them comp time. Lemon did talk to Wyatt and he felt that it was to the advantage of the County to have this position classified exempt.

**A motion was made by Anhder to approve the motion with the understanding that it is a grant and it is soft money and we are giving the exempt status just because it is a grant. The motion was seconded by Pulsipher. Gibbons, Beck, Yeates, Pulsipher and Anhder voted yes. Skanchy voted no. Passed on majority vote. (Attachment #3)**

#### **1999 - RESTAURANT TAX RECOMMENDATIONS:**

**Skanchy made the motion to approve the Restaurant Funds as allocated by the County Executive. The motion was seconded by Yeates.**

Yeates made note of the Rolly-Wells note included in the Council Packet. "I think they missed the boat". Lemon responded ("BLEEP"!).

Beck asked Lemon that if in their North Park Cooperative meeting, did Mr. Miner indicate what, if in fact the Council does issue a bond for the construction of the ice arena, would be the amount. Lemon responded that he was not sure it was discussed in that meeting, but in the previous Council meetings it was discussed - whether it would be a 10 year bond or 15 year bond, etc., it was said that the County would support a million dollar bond, but have never agreed to an amount or length of time. Lemon did discuss with the North Park Cooperative Board that he did not make a recommendation for that this year because it is anticipated that it would take a larger share next year.

**Anhder moved to amend the motion to reflect the reduction in the Cache Valley Cruise In amount to \$5,000.00.** The remaining \$2,000.00 should be saved. Concerns that Anhder had expressed in a past meeting had been clarified by Yeates. Yeates had done some additional research and found that the presentation on salaries made by Anhder was not accurate. Anhder would like the funds to go to more specific things such as the rodeo. Yeates stated that there is still several thousands of dollars in the budget that have not been appropriated - why not use some of that and equal the rodeo rather than penalize the Cruise In. Yeates felt the Cruise In is very deserving of that money and felt that maybe they should be given more.

**Chairman Gibbons asked for a second on Anhder's amendment. There was no second.**

Yeates asked what the projects were at Willow Park that are not being funded. Lemon responded that it was \$72,000.00 for restrooms in the south part of the Park and \$12,000.00 for Bleachers. Yeates asked about the electrical upgrades. Lemon responded that this was the project he recommended be funded. Restrooms and Bleachers were deleted. Yeates asked if the electrical is going to be done by Fair time this year. Lemon did not think so. Yeates stated that Lemon's recommendation was \$459,494.00. How much are we expected to receive? Lemon responded about \$512,000.00 based on receipts. A difference of about \$52,000.00.

**Skanchy called for a vote on her main motion.**

Anhder stated that when the ice arena is ready for funding, this would take a large chunk out of the money available. Maybe the other projects should be funded now, for the example the bleachers. Yeates asked how large is the fund balance - \$100,00.00 by the end of the year. Lemon responded that it could be that large.

**Anhder made a second amendment to the motion to allocate \$12,000.00 for bleachers at the fair grounds. The motion was seconded by Yeates. Skanchy, Pulsipher, Yeates, Gibbons and Anhder voting in favor. Beck voting opposed.**

**Skanchy than called for a vote on the main motion as amended. Passed unanimously.**  
(Attachment #4)

**DISCUSSION - AMBULANCE:**

Chairman Gibbons stated that the County has allocated some additional funds. The process for negotiations is still on the table. Lemon felt that the County should wait for a signal from Logan City. Anhder complimented both Lemon and the Mayor of Logan for their work on negotiating the 50/50 split. Yeates asked if there was a projected deficit in the 1999/2000 budget for Logan City in the Ambulance line? Lemon said there was not a projected deficit, but they are asking the County for \$25,000.00 contribution. Beck asked when a new contract would be available for review. Lemon responded that we are looking at doing an analysis to determine what the operation is doing. Lemon recommended waiting a month until Logan City had closed their budget and see what the deficit really is. The Mayor felt that the deficit may go down further. We will be invoiced on the 1<sup>st</sup> of August and payment is due by the 30<sup>th</sup> of August each year.

**RESOLUTION NO. 99 - 15 - 1999 BUDGET ADJUSTMENTS:**

**Skanchy made a motion to adopt Resolution No. 99 -15 as presented. The motion was seconded by Beck. Passed unanimously. (Attachment #5)**

**RESOLUTION NO. 99-16 - AGRICULTURAL PROTECTION AREA/ROPELATO:**

**Anhder made a motion to approve Resolution No. 99-16 as presented. The motion was seconded by Pulsipher. Passed unanimously. (Attachment #6)**

**DISCUSSION - COUNTY CLERK'S VACANCY:**

Fair Management;

Chairman Gibbons addressed the possibility of a Fair Manager. Lemon stated that the Fair Executive Committee had not met, however Jill Zollinger had contacted members of the Executive Committee. Zollinger responded she had. Lemon had asked initially that Zollinger contact all the chairs of the various groups, but after Zollinger had made contact about setting up a meeting with the Executive Committee and all the chairs, it was her finding that there was not a need to get them all together. Anhder stated he had two or three people approach him and one had volunteered to oversee the fair. Anhder felt that as we get closer to the fair dates, we may need someone to be the ultimate chairperson. Skanchy asked if one of the current members of the Executive Committee would be willing to be the chairperson. Israelsen responded - "not me". Zollinger asked if it would be whomever becomes County Clerk? Anhder responded that that was a possibility. Chairman Gibbons stated that the decision on the Clerk vacancy would be made in plenty of time to have that person act as the chairman of the fair. Skanchy questioned the administration of fair - is the Clerk's office still willing to deal with the arrangements. Zollinger responded that they were. It is difficult when they have to keep the Clerk's office open during the fair time, but there is staff to work there. Pulsipher asked how many employees are in the Clerk's office. Zollinger responded that they have two full-time and two part-time. Gibbons stated that there should be one voice down at the fairgrounds and it should probably come out of the Clerk's

office. Anhder felt that the Clerk's office can keep the fair arrangements going for two more weeks until a Clerk is appointed. Gibbons felt that a decision could be made in the July 13, 1999 meeting even if a special meeting may have to be called prior to that meeting to interview the candidates.

Glenn Tingey addressed the rodeo. This year the rodeo has been asked to have pre-rodeo entertainment allowing the 4-H groups to participate. This involves a time element. In order to accommodate the 4-H, the grand entry will have to be eliminated, therefore the County Council would not be able to ride and be introduced. Tingey suggested that the County Council could sit somewhere in the bleachers and be introduced from there. He asked that the Council members report into the announcers booth before the rodeo, so he could get their names to the announcer. The council agreed that would be okay.

#### Additional Duties of Council Secretary

Chairman Gibbons asked Parker, in Steve's absence, to take the minutes for the council meetings. He is asking the council to explore the possibility of Parker continuing to take minutes for this meeting or if they should remain with the Clerk's office. Gibbons explained, as the Chairman, it works very well to have Parker take the minutes. This is a convenience and is a more efficient way to get information. Gibbons asked Parker to contact the County Attorney's office for an opinion. The opinion referred to Clerk or designee. The County Attorney did not say yes or no. Pulsipher said that the minutes should be signed by the Chairman and the Clerk. Gibbons responded that was correct and that is the way it is now being done. The designee would take the minutes and make sure all the resolutions, ordinances or other materials are delivered to the Clerk's office in a timely manner with a copy of the transcribed minutes. Anhder agreed he could see the advantages to have Parker at the meetings. Beck felt the statute is very clear that the County Clerk would have to be the one to designate the person to take the minutes. Beck felt that if the County Clerk did not wish to make a designee, then the Council did not have choice. Beck felt the County Clerk should be involved in the decision. Gibbons stated he did not raise this issue because Stephen was not doing an excellent job, but because as he and Parker work to put the agenda and having Parker in the meeting to know what is going on is a definite advantage to the Chairman. Yeates stated that not only was it an advantage for Chairman but also for the public when they call, because Parker is the person who takes the calls and fields them. If Parker is here and knows what is going on it is a whole lot easier than saying you need to call this person or that person. Gibbons asked the Council to think about it. Parker is willing and it would make her job a lot easier. Gibbons felt it was important to get a County Clerk appointed and get their input. Parker will continue taking minutes until that time. (Attachment #7)

Gibbons stated that it was his understanding that those individuals interested in the County Clerk's position should file their papers with the Central Committee. The Central Committee then would review those and make a recommendation to the County Council of three names. And then, from those recommendations the Council makes a selection. Gibbons felt that it is probably premature on the part of any member of the council to start indorsing any candidates at this point

and time. Gibbons felt the Council should wait and see who is recommended by the Central Committee.

### **DISCUSSION - WILD AND SCENIC RIVER PROPOSAL:**

Beck handed out a copy of a letter sent to the Forest Service by Logan City. Brian Ferebee was asked to address the Council. Ferebee explained that the process they follow is to come with a proposal and then take public input. But in the scenic act they go one step further and do a draft eligibility. He felt the underlying issue was how the government entities found out about this draft. Ferebee apologized for that. A team put together the information as the act tells them to do. Lemon asked who the committee was. Ferebee said that Tom Scott and Rich Williams were two of the individuals. Lemon thought that this team had put this together but they had no funding to do anything with it so it was going to be designated as a study and go on forever as a study and there would be no funding to do anything with. Ferebee responded that it is treated as a wild and scenic river until the study is complete. Ferebee stated that by law they have an obligation to finish the eligibility study and make a recommendation. Beck felt that the concerns of the BRAG Board on both sides of the canyon appeared to him to be this eligibility study that has been started, there was no comment period, no official public input from either Rich County, Cache County, Garden City or Logan City. Beck felt that they wanted to have input into the eligibility study currently being gone through. Ferebee responded that technically the Forest Service did not have to have public input into the study. Ferebee understood that this did not help the public in having their input time. Gibbons stated that when the proposal comes forward, then the public could have input. Beck stated that you must understand the law - that when the Forest Service says yes it's eligible for wild and scenic it has to be treated as wild and scenic. Ferebee stated that the Forest Service is not there yet, but Beck is headed in the right direction. Beck felt strongly that the public should have input before the final study comes out. Ferebee stated he had met with Logan City twice and with Rich County once and their comments will be reflected in the draft proposal. As far as the Forest Service is concerned the public comment period is closed as far as the draft goes. But, if there is still more comments out there they will accept any comments that may come in. Ferebee recommended that the Council send their comments into Bernie Weingard. Lemon asked if when the Forest Service gets to a point where there is not funding for the project does it stay there forever in limbo? Ferebee responded that it is managing priorities for funding. Weingard can make that decision. Beck stated that he would like to what the restrictions may be and comment on them. Skanchy asked where this information could be obtained. Ferebee stated that the Forest Service has a draft eligibility study available. He will deliver several copies to Lemon. (Attachment #8)

### **OTHER BUSINESS:**

Yeates asked if the Council was invited to ride in the Clarkston Parade. Parker responded that we had not received an invitation this year. Parker has registered the Executive/Council for the Lewiston and Hyrum Parades on July 5, 1999

Gibbons reminded the Council of the workshop with department heads and elected officials on

June 29, 1999 commencing at 5:00 p.m.. Gibbons asked if the Council had items they felt were priorities. Skanchy asked if the County building was on the list. Lemon responded yes. Gibbons asked the Council to get in touch with Lemon if they had additional items they would like to discuss. (Attachment #9)

**COUNCIL MEMBER REPORTS:**

Skanchy reported the Audit Committee will be meeting on June 29, 1999 on the audit for last year and are hopeful it can be presented at the Council meeting on July 13, 1999.

Pulsipher reported that the construction in the south end of the county is moving along and understands from the trucking company they are almost done. Pulsipher asked Lemon to stay on top of the road.

Lemon addressed the Council on an issue that occurred back in 1993 when the County appointed a countywide library group or committee. Lemon has not been able to find anything in the minutes, but they claim they came in told the County Council about a fund raiser they were holding with the Dallas Cowboys. The day this fund raiser happened, before the Dallas Cowboys would perform they required a \$10,000.00 check. The committee did not have any money, somebody had to come up with the money. Don Sproul, who is a member of that committee, signed a note and he signed it with Harold Henniger with the idea they would get their money back the next day after the fund raiser was complete. The University kept about \$12,000.00 for their fees. There was no money left. Sproul has been in numerous times asking the County to do something. The committee was very supportive of the fund raiser until they found out there was not money to pay the note. They all left Don with the note. It now has accrued interest. The note is now about \$13,000.00 because of interest.. Anhder stated that they Council did not approve the fund raiser and was skeptical of it at the time. The note is with First Security Bank. Gibbons asked Lemon to contact the bank and see what could be worked out as far as payment. Beck felt that maybe the bank would waive the interest and donate the \$10,000.00 to the County Library system. Don Sproul will contact the bank.

**ADJOURNMENT:**

Chairman Gibbons adjourned his meeting at 7:49 p.m.  
These minutes were taken and transcribed by Patricia W. Parker, Executive Assistant.

**ATTEST:**

**Deputy County Clerk**

**APPROVAL:**



**Darrel L. Gibbons, Chairman**

**BEAR RIVER MENTAL HEALTH SERVICES, INC.**

**1999-2000 ANNUAL REPORT TO THE BOARD**

**Cache, Box Elder, and Rich Counties**

**June 4, 1999**

## MESSAGE FROM THE DIRECTOR

Bear River Mental Health Services, Inc. remains in a sound fiscal position as we move into 1999-2000. We began the last budget year with a projected deficit of \$106,000 and we are projecting that we will end this fiscal year with a surplus of \$250,000. Additionally, we will continue to sustain our 4-month operating reserve with depreciation allowing us to have an estimated \$675,000 for our capital needs and improvement fund. The shift from our budgetary projections to the final outcome this year is due to a number of successful management interventions. We are much more carefully monitoring inpatient and residential utilization patterns with a staff person assigned to assist in monitoring those situations. Additionally, several budgetary changes have continued to be implemented throughout the year. Monthly reports began to be provided to mid-level supervisors, upper management, and the Board of Trustees. Continued training of supervisors in financial management principles, additional input from mid-level supervisors on budgetary issues, and additional accountability requirements at all levels of budgetary management have been implemented. Furthermore, a closer look at the budget process is occurring with a mid-year forecast system being implemented as well. All of these practices are moving us in the direction of insuring appropriate utilization of tightening resources in serving client needs.

Bear River continues to be a strong, comprehensive provider of community mental health services. The Board of Trustees and the Oversight Committee are truly dedicated to governing the organization via setting policy. Furthermore, the Corporation has a highly competent professional and support staff who are caring and dedicated. The above, combined with an effective management team, has assured that services are responsive to client and community needs. Bear River Mental Health Services continues to be an integral part of the health care system in the region and state and is clearly recognized as one of the organizations setting the standards in the region. Clients continue to express satisfaction with the services received indicating that we have very positive treatment outcomes.

Challenges that continue to face Bear River Mental Health Services, include:

- (1) Maintaining adequate income to fund programs at the current level with capitation now leveling off and reducing potential for continued growth in Medicaid dollars, as well as the impact of the upcoming reduction of families on public assistance (and therefore Medicaid) at the end of the next fiscal year.
- (2) Maintaining operating budgets at a level that keeps up with inflation when state and county funding has not kept up with the cost of doing business and continues to be a declining percentage of our total operating budget each year.



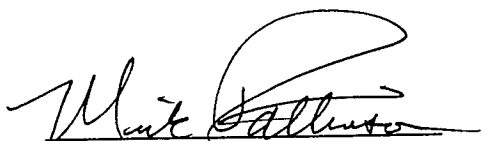
- (3) Increasing competition from local and regional providers in the private sector.
- (4) Increasing pressure from third party payers, Medicaid, and the state for managed care approaches with fewer third party payers being willing to reimburse for services, with tighter controls on service utilization costs, and increased demand for documentation, which increases Bear River's overhead and decreases efficiency.

We are committed to working smarter by developing an ongoing philosophy of change and adaptation as a permanent organizational value. It is clear that Bear River needs to position itself to compete with the private sector in order to maintain its mission in the public sector. This next fiscal year the management team will be studying ways of maximizing service capacity by examining those areas of organizational structure that evolved during a time of greater support from the public domain. Our goals to achieve include:

- (1) Providing cost effective services
- (2) Providing time-sensitive, accessible admission to services
- (3) Providing quality outcome-based services

We will be guided by our Vision to be recognized by the community as the best provider of and primary advocate for comprehensive community mental health services, and we will continue to live our credo "Helping make life better" as we strive to achieve those goals.

Respectfully submitted by,



Mick Pattinson, Ph.D.  
President/CEO

## PROGRAM HIGHLIGHTS

A new program was initiated this year, the Acute Risk Management Program, located at our 24-hour facility. Staffing includes one full-time case manager who provides coordination and behavioral management, a clinician who provides group therapy, a nurse and our psychiatrist for medication management. The intent of this program has been to prevent hospitalization and reduce hospital stays where appropriate. Additionally, this provides another step in the continuum of care between the clubhouse combined with other outpatient services and inpatient treatment. We have experienced a significant decrease in hospitalizations this year which may be partially due to this program. Our approach to utilizing our 24-hour facility has been shifting from that of a traditional group home to becoming more of an acute and less long-term residential facility.

In our work with Logan Regional Hospital the Behavioral Health Unit now only provides the nursing and occupational therapy staff and limited group therapy. Bear River Mental Health Services now provides treatment resulting in the assignment of one psychologist and one psychiatrist for a significant portion of their time. This has required a shift in resources from the outpatient arena to the inpatient arena.

The Brigham House received their three-year re-certification as a clubhouse and the Bear River House is in the process of re-certifying. Of particular note is that the clubhouses from Bear River Mental Health Services received the Innovative Program Award at this year's Annual Mental Health Conference.

We have also experienced success in decreasing hospitalizations for children and youth by targeting children at risk with early intervention services before hospitalization is required. There have been no children or youth in residential placements from our service area this year that we are responsible for. Clearly, our special attention to this population is proving successful. Additionally, we have started after-school programs in Tremonton and Brigham City. We now have after-school and summer programs running in the three main population centers of our catchment area.

Additionally, we have expanded our capacity to provide services on a regular basis in Rich County with a staff person residing there. We moved our office location in Randolph to share space with the Health Department and additionally lease new space in Garden City which has geographically expanded our capacity to serve Rich County.

In a cooperative effort with UAMI and local law enforcement, we sent a staff member and a Logan Police Officer to Memphis, Tennessee for training in a Community Intervention Team model. The program has been implemented in Logan and has been quite beneficial to the working relationship between these organizations and the community regarding mental health care.

We have spent a good deal of energy beginning to think about risk management procedures and improving our crisis responsiveness. We have devoted energy to clinical

training in the area of suicide intervention and have plans for further risk management training in the future.

We were lucky enough this year to recruit a nurse practitioner to assist on our medical team. Our psychiatrist's time is stretched so thin that this has been extremely useful since she is able to prescribe medications and monitor patients at a different level than our nursing staff has historically.

We have agreed to work with Utah Nonprofit Housing Corporation to assist us in developing and building a 14-to 15-unit apartment building for the seriously and persistently mentally ill in Brigham City. We estimate that the project will take up to 2 years to complete, but it will certainly meet the need that currently exists for affordable housing for this group of people.

Our reviews by Medicaid and the Division of Mental Health were both very positive with few recommendations for change throughout our system again this year. Many of our programs were viewed as innovative and responsive to the needs of the citizens we serve. We appreciate hearing from outside review sources that excellence continues to exist at Bear River Mental Health Services.

The Quality Improvement Committee was developed this year to oversee organization-wide quality improvement activities as well as the quality assurance system. Ultimately, this group will assist the organization in staying not only in compliance with external and internal standards, but will help us to examine how we can improve at all levels.

Finally, we have completely revised the entire Personnel Policies Manual with many positive changes. The manual moves the Corporation in the direction of positioning itself more effectively for future goal attainment as well as increases positive benefits for staff.

#### **SPECIAL RECOGNITION OF STAFF**

Skip Winger has completed 20 years of service, Kathy Christiansen has completed 15 years of service. Noel Gill, Rob Johnson, Dennis Kirkman, Sharon Sorensen, and Sue Cheshire have completed 10 years of service, and Tammy Blaisdell has completed 5 years of service. Our appreciation is expressed for the tenure and service that each of these individuals have given to Bear River Mental Health Services, Inc.

#### **SPECIAL RECOGNITION OF BOARD MEMBERS**

As this fiscal year draws to a close, Max Hadfield has made a decision to resign his position on the Board. His service has been greatly appreciated and we wish him well.

**BEAR RIVER MENTAL HEALTH SERVICES, INC.  
BOARD OF DIRECTORS**

**Roger F. Baron**

**Steven Vincent**

**Max Hadfield**

**Kent Webb**

**Pat Hansen**

**Bruce Vellinga**

**Jan Pearce**

**OVERSIGHT COMMITTEE**

**Lynn Lemon**

**Suzanne Rees**

**Bill Cox**

**BEAR RIVER MENTAL HEALTH SERVICE, INC. EXISTS THANKS TO THE  
INDIVIDUALS WHO VOLUNTEER THEIR TIME, ENERGY AND EXPERTISE  
TO SERVE ON THE BOARD.**

**THE CEO, MANAGEMENT AND STAFF ARE GRATEFUL FOR THIS  
DEDICATED GROUP OF PEOPLE.**

# *Bear River Mental Health Services, Inc.*

## *Staff Roster*

*6/1/99*

<u>Name</u>	<u>Degree</u>	<u>Program</u>	<u>Position</u>
<b><u>Central Administration</u></b>			
Mick	Pattinson	Ph.D.	Logan Outpatient CEO
Robert	Johnson	MBA	Logan Outpatient Business Manager
Beth	Smith	BS	Logan Outpatient Dir. of Administrative Affairs
Sue	Cheshire		Logan Outpatient Contract Specialist
Janice	Jenkins		Logan Outpatient Administrative Secretary
Shirley	Perkins	BS, CPA	Logan Outpatient Accountant II
Ryan	Snow		Logan Outpatient Business Manager Assistant
Sharon	Sorensen		Logan Outpatient Payroll Clerk/Admin. Sec.
<b><u>Centerwide Responsibilities</u></b>			
R. Trent	Wentz	PhD	Logan Outpatient Director of Adult Services
Charles	Sharp	MC	B.C. Outpatient Director of Children Services
Dennis	Kirkman	BSW	Logan Outpatient Utilization Officer
<b><u>Logan Office</u></b>			
Scott	Blickenstaff	PhD	Logan Outpatient Psychologist II
Colette	Candy	MS	Logan Outpatient Doctoral Extern
Kathy	Christiansen	BS	Logan Outpatient Service Coordinator
Victoria	Conway		Logan Outpatient Receptionist/Secretary
Ammon	Daug	BA	Logan Outpatient Handyman
Noel	Gill	PhD	Logan Outpatient Psychologist II
Lori	Hart	MSN	Logan Outpatient Clinician VI
Joyce	Jenkins	STEN.	Logan Outpatient Clinical Secretary
Marilyn	Jones	RN/MS	Logan Outpatient Psych. Nurse
Cat	Kang	PhD	Logan Outpatient Psychologist II
Anne	Lawley	BS	Logan Outpatient Receptionist
Victoria	Longstroth		Logan Outpatient Receptionist
Bryan	Ramboz	MA	Logan Outpatient Doctoral Student Extern
Russ	Seigenberg	PhD	Logan Outpatient Psychologist II
Wesley	Spencer	MS	Logan Outpatient Clinician IV
Kristi	Stewart	MS	Logan Outpatient Student Evaluator
William	Weber	MD	Logan Outpatient Psychiatrist
Janiel	Winger	Assoc.	Logan Outpatient File Secretary
Skip	Winger	PhD	Logan Outpatient Psychologist II
<b><u>Logan Children's Services</u></b>			
Keri	Allen		Logan LIC Skills Development Specialist
Jason	Allersen	Associates	Logan LIC Skills Development Specialist
Charma	Burningham		Logan LIC Skills Development Specialist
Danielle	Cox		Cache Schools Practicum/Student-Children's
Don	Ford	BS	Logan LIC Skills Development Specialist

# Bear River Mental Health Services, Inc.

## Staff Roster

6/1/99

<u>Name</u>	<u>Degree</u>	<u>Program</u>	<u>Position</u>
Holly Hanson		Logan LIC	Skills Development Specialist
Eugenia Hunt		Logan LIC	Skills Development Specialist
Tim Mitchell	PhD	Logan DFS	Psychologist II-DCFS
Devon Nanton	Assoc.	Logan LIC	Skills Development Specialist
Gladys Nemecek	BS	Cache Schools	Case Manager
Andrew Noble		Logan LIC	Skills Development Specialist
Jason Norby		Logan LIC	Skills Development Specialist
Tara Schmidt	BA	Logan LIC	Case Manager
Blake Schow		Logan LIC	Skills Development Specialist
Rachel Seigenberg		Logan LIC	Skills Development Specialist
Carrie Siddiqi	MS	Cache Schools	Mental Health Therapist
Douglas Snyder	BA	Logan K-3	Case Manager
Tonya Sorenson		Logan LIC	Van Driver/Children's

### Logan Clubhouse (BRH)

Jennifer Bullen	BS	Logan Clubhouse	Case Manager
Jared Davis	BA	Logan Clubhouse	Clubhouse Specialist
Daryl Duffin	MS	Logan Clubhouse	Psych. Rehab. Coord.
Garry Holbrook	BS	Logan Clubhouse	Clubhouse Specialist
Joseph Larkin	BS	Logan Clubhouse	Case Manager
Delia Loosle		Logan Clubhouse	Clubhouse Specialist
Rod Price	SSW	Logan Clubhouse	Clubhouse Specialist
Renae Singletary	BS	Logan Clubhouse	Clubhouse Specialist
Jake Ure	BS	Logan Clubhouse	Clubhouse Specialist
Nancy Webb	RN	Logan Clubhouse	Psych Nurse II
Nancy Wilcox		Logan Clubhouse	Clubhouse Specialist

### Logan Housing

Tammy Blaisdell	BS	Residential	Residential Support Specialist
Dan Degroot		Residential	Residential Aide
Janice Gladwell		Residential	Senior House Aide
Sarah Hess		Residential	Residential Aide
Aaron Higley		Residential	Residential Aide
Alana Hohrein	B.S.	Residential	Residential Aide
Eric McClellan		Residential	Residential Aide
Annmarie Nejd	BA	Residential	Residential Aide
Douglas Petersen		Residential	Residential Aide
Katie Slater	AAS	Residential	Residential Aide
Scott Steinmetz	BSW	Residential	Housing Coordinator

# *Bear River Mental Health Services, Inc.*

## *Staff Roster*

*6/1/99*

<u>Name</u>	<u>Degree</u>	<u>Program</u>	<u>Position</u>	
<b><u>Brigham City Office</u></b>				
LuEllen	Brown	BA	B.C. Outpatient	Master's Practicum Student
Keely	Bunderson	RN/AD	B.C. Outpatient	Psych. Nurse
James	Edelman	PhD	B.C. Outpatient	Psychologist II
Jolene	Edwards		B.C. Outpatient	Clinical Secretary
Mark	Jaggi	MSW	B.C. Outpatient	Social Worker II
Paul	Jones	MSW	B.C. Outpatient	Social Worker II
Tony	Leavitt	BSW	B.C. Outpatient	Case Manager
Susann	Lunday		B.C. Outpatient	Receptionist/Secretary
Helen	Malmrose	BSW	B.C. Outpatient	Service Coordinator
Glenn	Muhlestein		B.C. Clubhouse	Handyman-Brigham
Leslie	Papworth		B.C. Outpatient	Receptionist
Julee	Spackman		B.C. Outpatient	Family Consultant
Debra	Wilson		B.C. Outpatient	Receptionist
<b><u>Brigham City Children's Services</u></b>				
Megan	Anderton	BS	B.C. K-3	Case Manager
John	Arrington	MS	B.E. Schools	Mental Health Therapist
Diana	Ayotte		B.C. LIC	Skills Development Specialist
Bruce	Boettcher	MS	B.C. Headstart	Mental Health Therapist
Kent	Crandall		B.E. Schools	Practicum/Student-Volunteer
Jodi	Dattage	BS	B.C. K-3	Case Manager
Christy	Douglas		LIC Tremonton	Skills Development Specialist
Kimberly	Earl	BS	B.C. LIC	Case Manager
Tim	Frost	LCSW	B.E. Schools	Mental Health Therapist
Martin	Macdonald		B.C. LIC	Skills Development Specialist
Marilyn	Macdonald	BS	B.C. DFS	Mental Health Therapist
Heather	Nelson	BA	B.C. Headstart	Case Manager
Linda	Powell	M.Ed,	B.C. K-3	Mental Health Therapist
Brandon	Wheeler		B.C. LIC	Skills Development Specialist
<b><u>Rich County</u></b>				
Elizabeth	Slonek	MSW	Rich County	Mental Health Therapist
<b><u>Brigham City Clubhouse</u></b>				
Dixie	Berg	BS	B.C. Clubhouse	Clubhouse Specialis
Rachelle	Christensen	BS	B.C. Clubhouse	Clubhouse Specialist
Steven	Hess		B.C. Clubhouse	Clubhouse Transportation
Brittany	Maxfield	BA	B.C. Clubhouse	Clubhouse Specialist

*Bear River Mental Health Services, Inc.*

*Staff Roster*

*6/1/99*

<u>Name</u>	<u>Degree</u>	<u>Program</u>	<u>Position</u>
Cathy Noall-Zimmer	BS	B.C. Clubhouse	Education Specialist
Matthew Reed	B.A.	B.C. Clubhouse	Clubhouse Specialist
Tracy Sorensen	BS	B.C. Clubhouse	Clubhouse Specialist
Paulette Toledo	BSW	B.C. Clubhouse	Clubhouse Specialist
Kevin Winn		B.C. Clubhouse	Psych. Rehab. Coord.

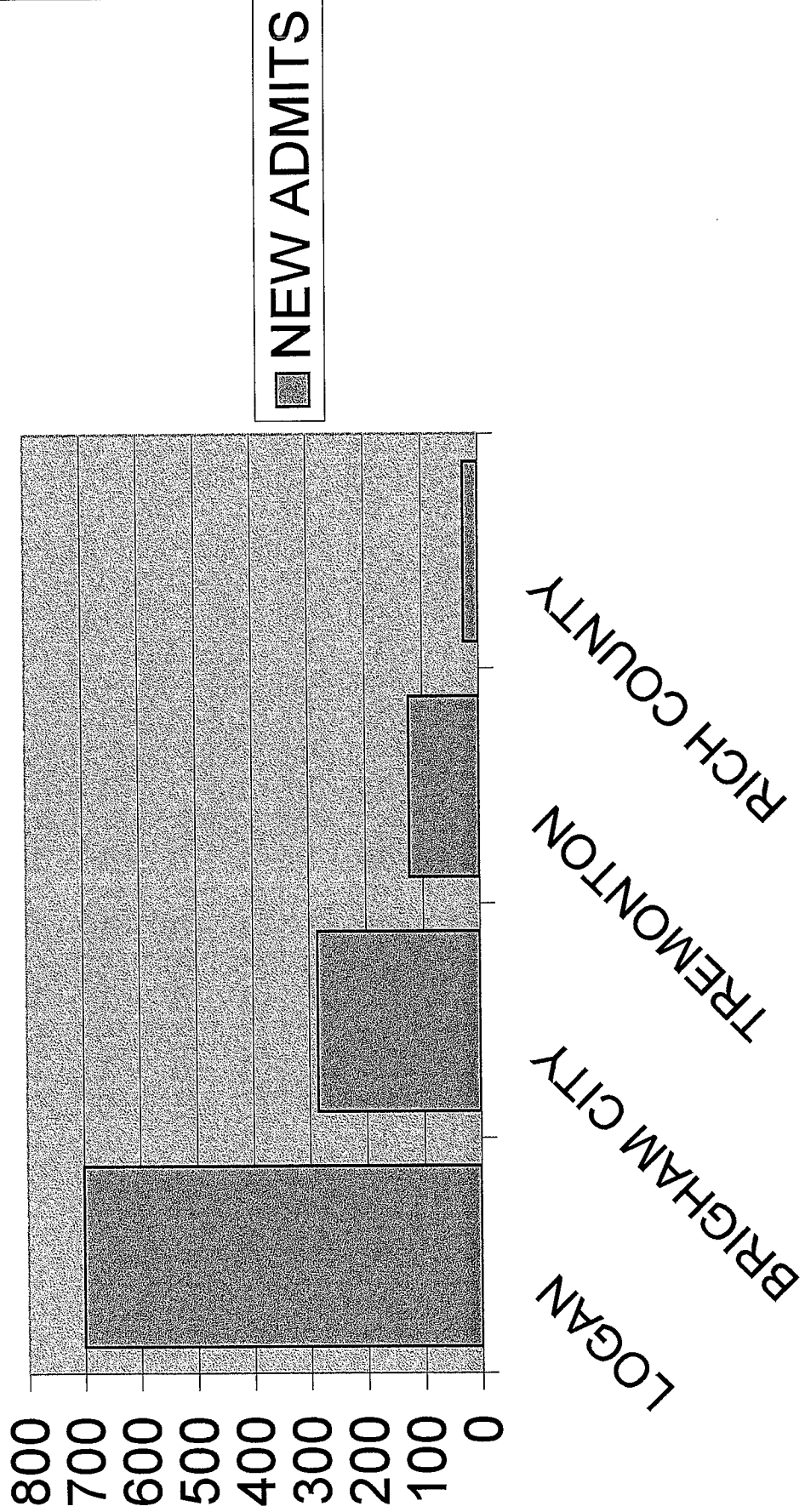
Tremonton

Lisa Grunig	BS	LIC Tremonton	Skills Development Specialist
Christie Palmer	BS	LIC Tremonton	Case Manager
Ted Richards		LIC Tremonton	Skills Development Specialist
Marlene Shirley		LIC Tremonton	Skills Development Specialist
Donald Wilson	BA & MS	LIC Tremonton	Skills Development Specialist
Kelly Wood		LIC Tremonton	Skills Development Specialist

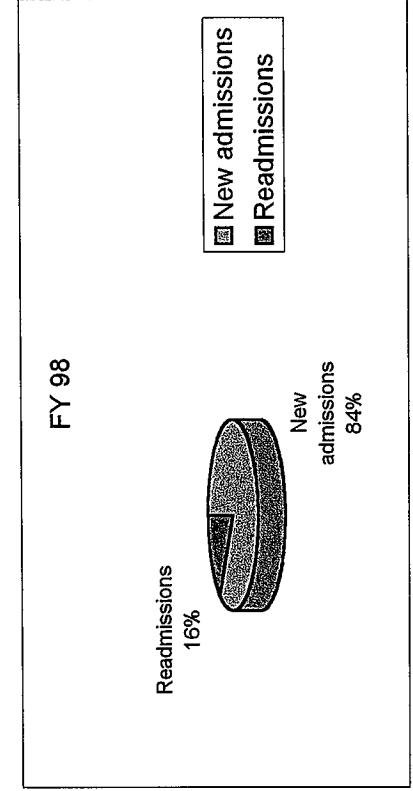
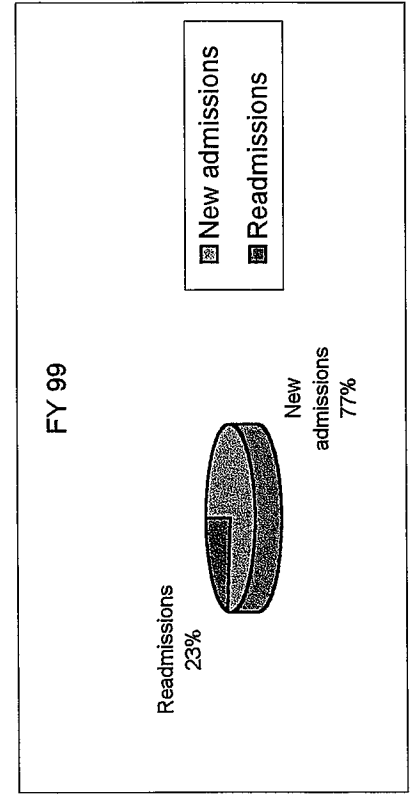
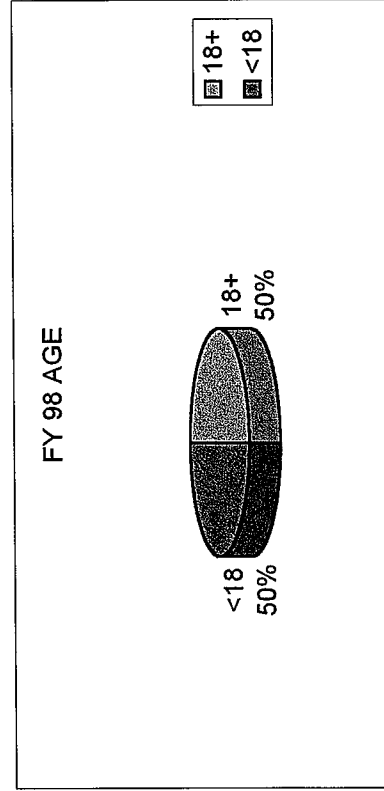
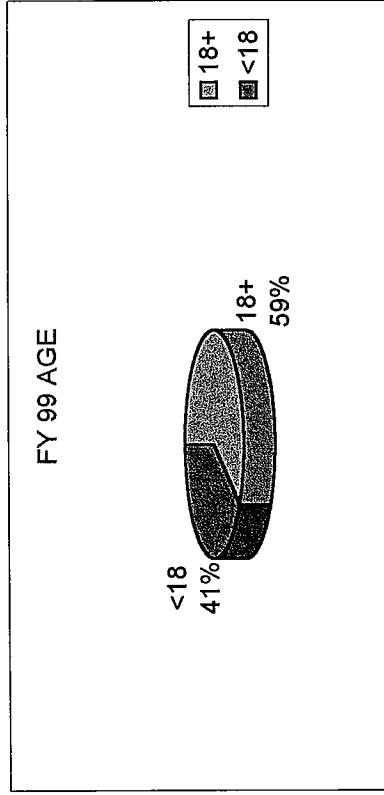
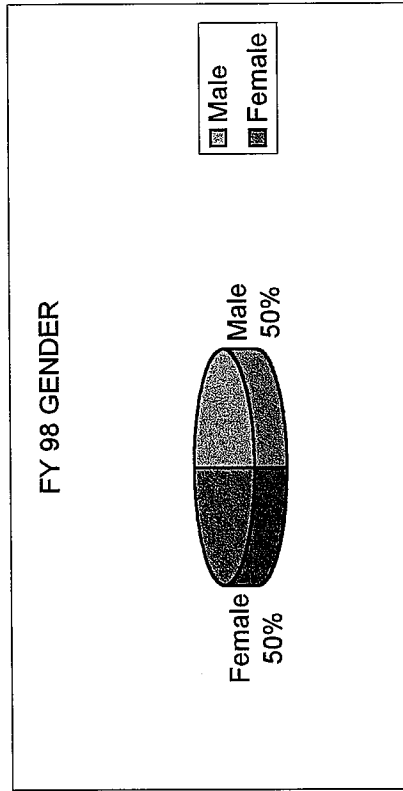
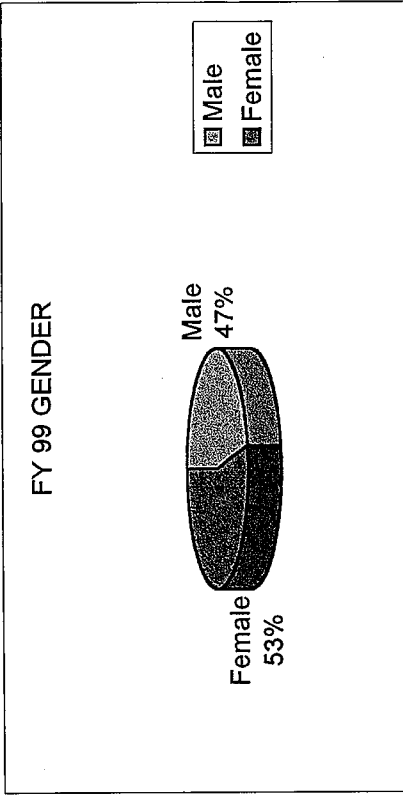


**1999 ANNUAL DATA SUMMARY**

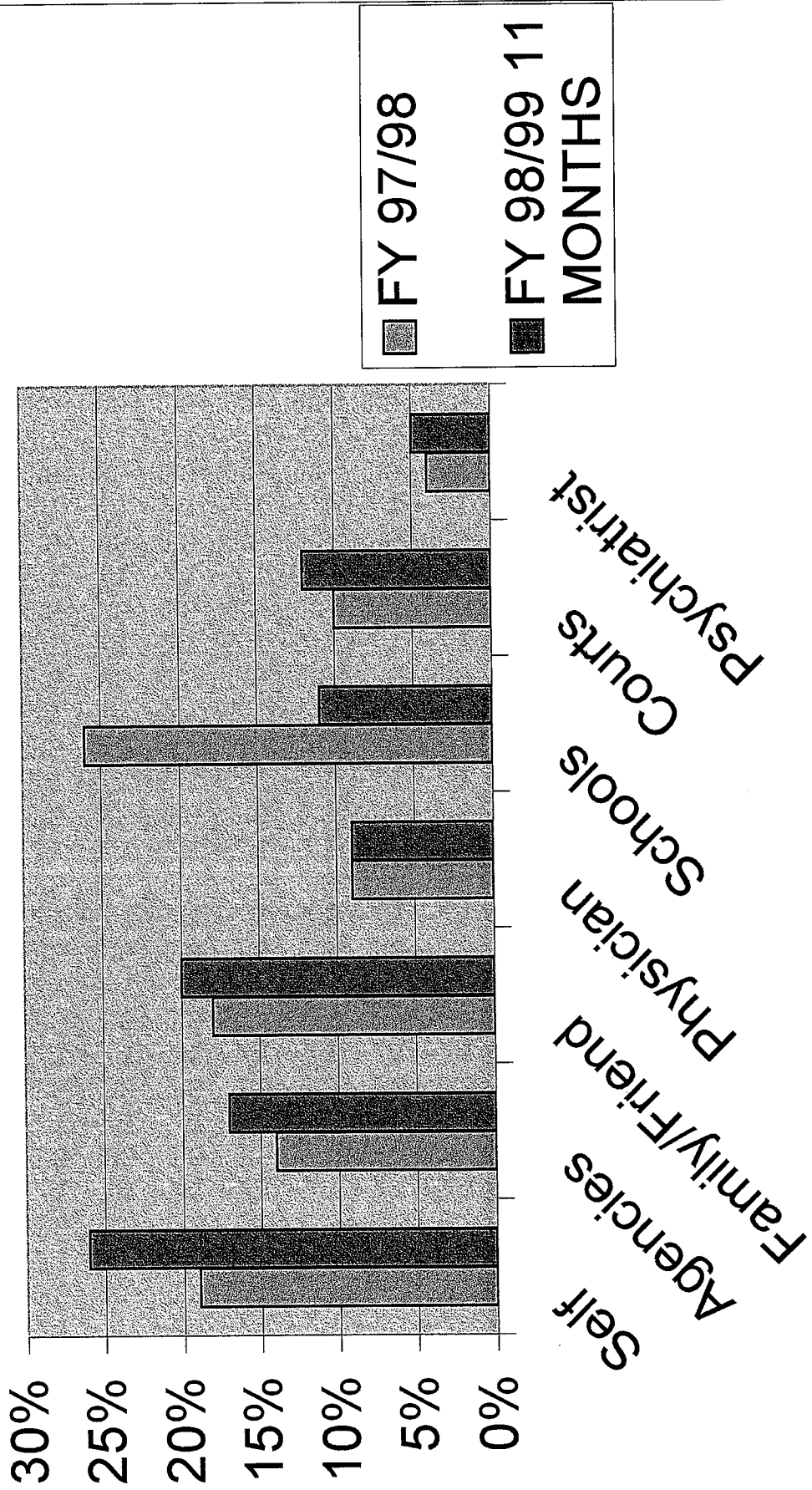
# BRMH FISCAL YEAR 98/99



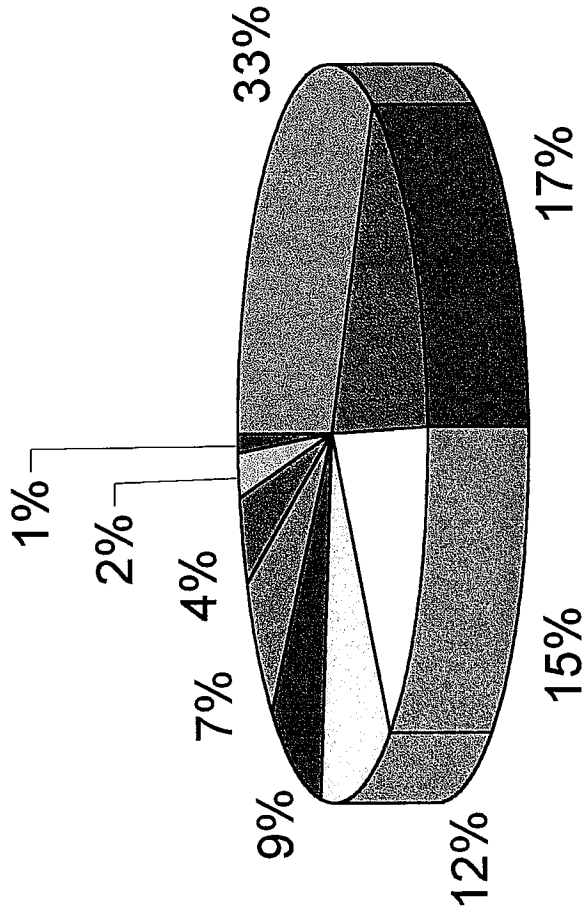
**BEAR RIVER MENTAL HEALTH SERVICES, INC.**  
**ADMISSIONS COMPARISON**  
**FISCAL YEAR 99 BASED ON 11 MONTHS**



# REFERRAL SOURCE

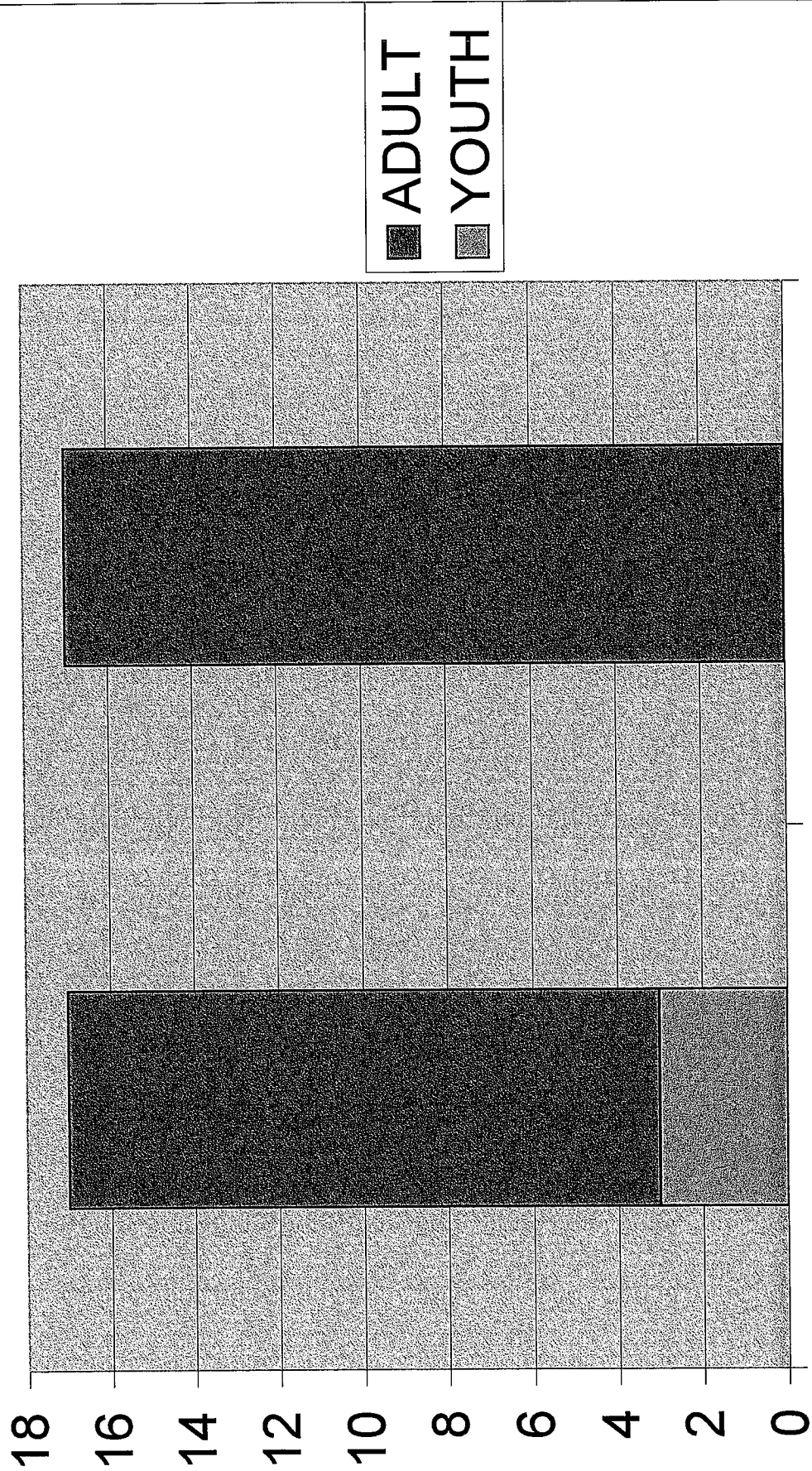


# DIAGNOSTIC CATEGORIES FOR FY 99



- MOOD DISORDERS
- ADJUSTMENT DISORDERS
- V CODES
- CHILDHOOD DISORDERS
- OTHER
- ANXIETY DISORDERS
- PSYCHOTIC DISORDERS
- SUBSTANCE ABUSE
- ORGANIC BRAIN SYNDROME

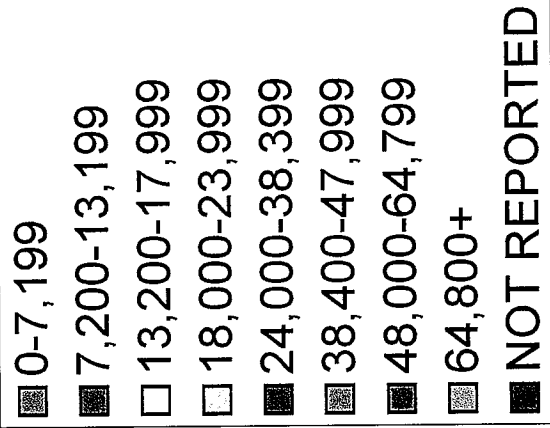
# STATE HOSPITAL ADMISSIONS



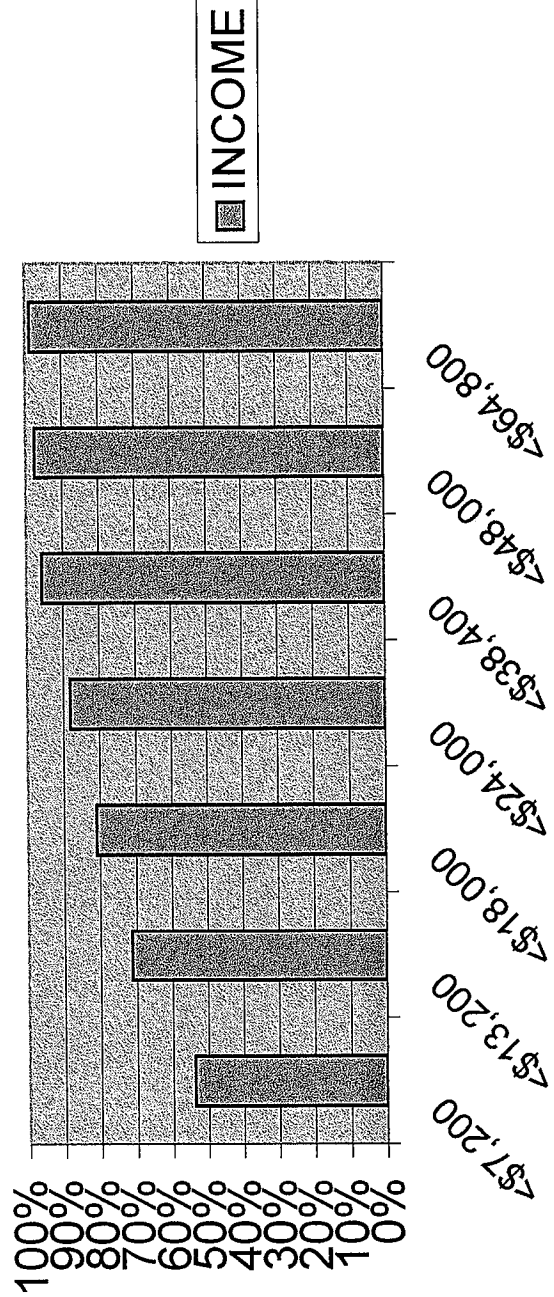
FY 99

FY 98

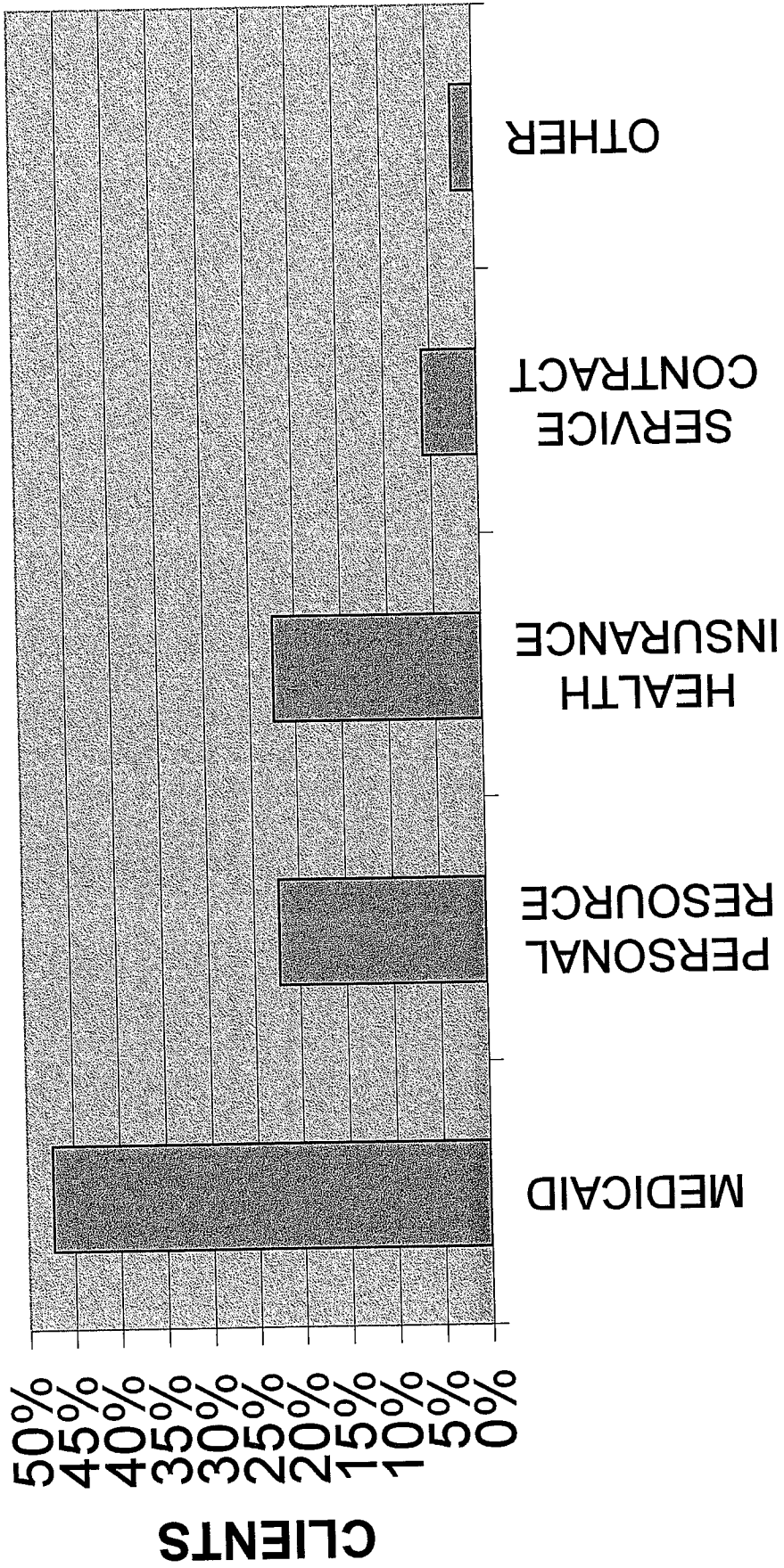
### INCOME FY 99 ADMISSIONS



### CUMULATIVE % FY 99 ADMISSIONS

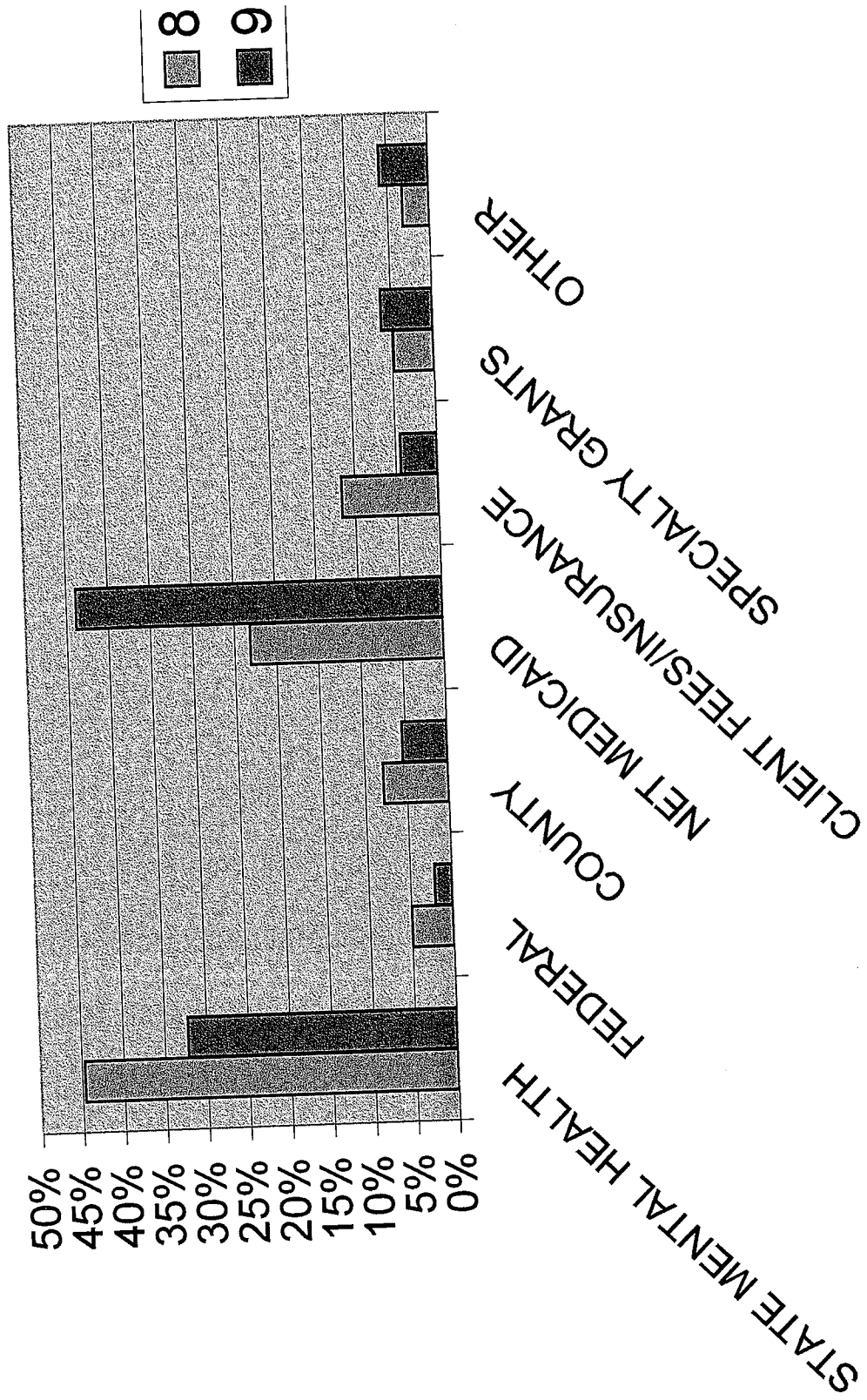


# PAYMENT SOURCE FY 99





# TRENDS IN REVENUE SOURCES



**BEAR RIVER MENTAL HEALTH  
SERVICES, INC.**

**AREA PLAN**

**1999-2000**

**2**

# Table of Contents

1

**SERVICE DELIVERY**

2

**QUALITY IMPROVEMENT**

3

**ORGANIZATION CHART**

4

**FEE COLLECTION POLICIES**

5

**ALLOCATION OF FUNDING  
BY SERVICE DELIVERY**

# **BEAR RIVER MENTAL HEALTH SERVICES, INC.**

## **AREA PLAN 1999-2000**

### **I. SERVICE DELIVERY**

#### **A. Inpatient Care and Service**

In Cache Valley the Center utilizes the Behavioral Health Unit at Logan Regional Hospital primarily for older adolescents and adults. Additionally, referrals are received at the same site by our staff that have admitting privileges from Box Elder and Rich Counties. Furthermore, McKay-Dee Hospital in conjunction with Weber Human Services in Ogden are contracted with for child, adolescent and adult inpatient care.

The Center is allocated nine adult beds, five child and youth beds, and four geriatric beds at the Utah State Hospital. These services are supplemented with residential and community wrap-around services as necessary.

The 24-hour emergency call rotation provided by Bear River Mental Health Services offers emergency room crisis response, hospital admissions, treatment planning and implementation, and discharge coordination with each of these sites. Care is taken to assure continuity of service between the inpatient setting and the community setting. The Center takes responsibility for psychiatric hospitalization of all Medicaid recipients. The center also assumes responsibility for its clients in these settings for coordination of services. Non-clients, who have been hospitalized, are frequently offered the alternative of outpatient follow up at Bear

River Mental Health Services and if commitment procedures have been initiated, service is provided by the Center during their stay in the Behavioral Health Unit.

Some clients, as well as non-clients, require more intensive and longer term care than a local hospital and the Center can provide at the community level. They are referred to or committed to the Utah State Hospital. As with local hospitalizations, the Center has designated utilization review staff who monitor admissions, authorize continued stays, review least restrictive setting criteria, and assist with discharge planning and follow up.

A full-time psychiatrist on the staff at Bear River Mental Health Services provides quality of inpatient care. The Center also contracts with local private psychiatrists to supplement these services. Furthermore, a staff psychologist has hospital admitting privileges and coordinates the care in conjunction with the staff psychiatrist as well as the contractual physicians.

#### **B. Residential Care and Services.**

At the current time, the Center maintains one group home in Logan which has ten beds. This facility is reserved for those patients who have difficulty maintaining an independent living situation and who are in need of continued treatment. Several of these beds are also utilized for State Hospital diversion purposes. Furthermore, the Center now operates an Acute Risk Management Program at this site which is an intensive crisis management day treatment model for patients leaving inpatient care or to offer a less restrictive alternative to inpatient care. The program provides intensive treatment including housing, group therapy, medication management, behavior management, case management,

training in daily living skills, and music therapy. The program there is staffed on a 24-hour basis allowing supervision. Additionally, the group home is licensed as a facility for mental health and alcohol and drug treatment, and residents receive therapeutic intervention to improve their daily living skills through both group and individual methods. There are an additional two beds at this site for short-term crisis stabilization.

Ten beds in six units are maintained as a semi-independent living situation in Logan under the supervision of Bear River Mental Health Services.

Furthermore, 14 single dwelling units for semi-independent residential purposes are maintained in Brigham City. Land was recently purchased in Brigham City to further provide residential opportunities to seriously and persistently mentally ill clients who have difficulty obtaining and maintaining housing placements without some level of supervision. Funding is currently being sought for the construction of this facility with the assistance of the housing specialist at the Division of Mental Health.

### **C. Outpatient Care and Services**

This year the Center has worked to begin implementation of the Preferred Practice Guidelines. Outpatient services are provided to all ages from children through the elderly. Modalities include individual, family and group therapy, supplemented by medication evaluation and management as needed. Diagnostic categories treated cut across the full range of the DSM-IV with special attention being given to those adults who are seriously and persistently mentally ill and those children who are seriously emotionally disturbed. Clients are identified by their

ranking on the Seriously and Persistently Mentally Ill Scale and the Seriously and Emotionally Disturbed Scale. Those clients who do not meet the criteria of the SPMI scale are considered to be more acute; and those children who do not meet the specific identifiers, which place them at risk of being removed from their homes due to emotional problems, are considered in a similar fashion.

Specialized services exist with a variety of expertises being available in the multi-disciplinary staffing pattern at Bear River Mental Health Services. This past year a skill development program has been implemented for children in the Cache Valley area to assist them in managing the symptoms of their identified mental disorders for which we have developed treatment goals. Additionally, a day treatment program for children is provided in Logan, Brigham City, and Tremonton.

The frequency, intensity, and duration of treatment is decided based on the diagnosis and the severity of the diagnosis. If medications are required, the patient is monitored on a regular basis by medical staff with carefully monitored follow up and review.

The objective at Bear River Mental Health Services is to schedule a beginning treatment date with an assigned therapist during the first telephone contact or referral contact with the Service Coordinator or Receptionist. Services are offered Monday through Friday with evening hours available for those who work or have other demands that do not allow them to receive treatment during regular office hours.

Psychological evaluations and mental status evaluations are conducted as a service to other organizations such as the Division of Child and Family Services, Vocational Rehabilitation, Probation and Parole, and the court system. Diagnostic evaluations are provided by those staff with specific training and expertise in the appropriate area.

#### **D. 24-Hour Crisis Care and Services**

Twenty-four hour crisis care and services, as noted previously, are provided seven days a week, 365 days a year. During working hours a rotation of the outpatient staff in each clinic site occurs Monday through Friday. In the evenings, on weekends, and holidays, clinicians who are certified as mental health officers for the State of Utah are assigned to cover a rotating schedule. Pagers and cellular phones allow for quick communication and response time. When coverage is handled during routine office hours, schedules are maintained that allow for immediate response to any emergency situation. The staff covering the primary rotations are capable of handling both child and adult situations and when necessary, making referral to our inpatient resources previously described. Furthermore, referral can be made to our intensive wrap-around services in the community to prevent unnecessary inpatient hospitalization or to a crisis bed in the group home or the Acute Risk Management Program.

Internally, the initial response is handled by the outpatient staff who are assigned to the call coverage rotation. However, when a primary therapist has additional knowledge and an on-going relationship with the clients involved, they are engaged as soon as this can reasonably be arranged.



## **E. Psychotropic Medication Management**

Bear River Mental Health Services maintains its own medical staff including a full-time psychiatrist, a nurse practitioner, and psychiatric nurses in each of its primary clinic locations. Contractual arrangements are made with other psychiatrists who practice in the community in order to share in back-up coverage, get second opinions when necessary, and maintain continuity of care throughout the year.

Initial screening for referral to the medical staff occurs by the non-medical health professional staff with detailed assessment and history to facilitate the diagnostic and treatment intervention work necessary for assessing medication needs. Staff are encouraged to meet with the psychiatrist and the patient directly when possible. When this does not occur, then to brief the psychiatrist and nursing staff prior to medical staff actually assessing the patient face-to-face.

Recommendations and feed-back to the non-medical clinical staff occur routinely from the medical staff so that all efforts remain coordinated. The psychiatric staff routinely follow up with and monitor the patients regarding their medication, side effects, and any other issues of medical importance. Care is taken to assure that patients receive follow-up care in a timely fashion.

## **F. Psychosocial Rehabilitation**

Bear River Mental Health Services maintains two very progressive clubhouse programs that are accredited by the international clubhouse organization. One is located in Logan and one in Brigham City. These programs have been active at the national level in research and training and have been held

up as models both in the State of Utah as well as at the national level. This model of psychosocial rehabilitation focuses on vocational training, social skill development, and other life skills development due to serious mental disorders. The model has been implemented at Bear River Mental Health Services due, not only to its efficacy, but also because of the level of dignity offered to clients who participate as members. This service is routinely offered to all individuals who are identified as seriously and persistently mentally ill and impaired in such a fashion by their symptoms that they would benefit from this approach. The model offers a work-ordered day that is broken into work units that include food services, communications, member support, environmental maintenance, and administration. This form of "day treatment" provides a therapeutic milieu where social and interpersonal skills are improved and daily living skills are learned. The skills are focused on in such a fashion that they are generalizable to the mainstream of the community and existing social networks at large. Symptoms are managed in conjunction with the other services offered by Bear River Mental Health Services, i.e., medication management, outpatient treatment, and case management.

Additionally, a new educational component has been added in the Brigham City Clubhouse this year. An education grant was received through the Department of Vocational Rehabilitation which funds an on-site teacher and equipment. Education and literacy further enhance the clubhouse concept.

Clear evidence of improvement in daily living skills in areas such as medication management and compliance; financial management; daily personal

living skills such as maintaining personal hygiene, grooming, housekeeping, food preparation, shopping, etc. show the positive results of this program.

Furthermore, the clubhouse is an environment that also offers client-sponsored and supported social and interpersonal activities after the work-ordered day that help "hook the clients in" to the environment and help foster a support system that would not otherwise be available.

Finally, the community-based staff in our Children's Services who work in schools, Head Start, the community, homes, and at the Center in group programs after school, and day treatment programs during the summer, focus on skills development with children and adolescents with serious emotional disturbances. Specific managed care plans are developed after assessing each of these children and their family situations. Staff then begin to work on those skills, i.e., social skills, interpersonal relationship skills, acting out behaviors, etc. that impair the child's capacity to function in the community and remain placed in their home.

#### **G. Case Management**

This year the Center has begun implementation of the Preferred Practice Guidelines for Case Management. Case management is a service that cuts across a number of the Center's programs. In the Children's area there is a case management component that works in collaboration with the Local Interagency Council and the agencies that make up the Council. Additionally, there is a component that works in the school districts and with other agencies in the community in conjunction with families of children with serious emotional disturbances. In our adult services programs the case management program is

divided between those case managers who work within the clubhouse setting and case managers who work with clients external to the clubhouse setting.

Case managers, who work within Bear River Mental Health Service's system, focus specifically on individual and group skills development and pay particular attention to activities which involve teaching clients and families how to access other services in the community in an effort to help them manage the symptoms of their mental disorders. Furthermore, case managers work at helping coordinate treatment plan objectives between those efforts of existing community resources and those of Bear River Mental Health Services. The goals carried out by the case managers are driven by specific treatment goals related to the needs generated by the client's symptoms.

Overall, the activities consist of assessing coordination, linkage, monitoring, problem solving, and assisting clients in establishing age-appropriate levels of independent skill development. For example, in the adult programs, if a client has difficulty in appropriately finding and maintaining housing a case manager can be of assistance. If a client does not have appropriate resources financially then linkage with the Department of Workforce Services or the Social Security Administration may be of use. If a client is being discharged in Children's or Adult Services from an inpatient or residential setting back to the local community, case management services are essential to the successful coordination of treatment efforts. Bear River Mental Health Services works to assist clients developing age-appropriate life skills for maintenance in the community. Case

managers also work to prevent placement outside of the home for children and youth and outside of the community for adults.

#### **H. Community Support**

Respite services are provided to children classified as seriously emotionally disturbed. This gives the stressed family relief from the 24-hour difficulties of managing these children and adolescents. The children are provided with structured activities and supervision during these break periods. The families are also provided supportive services to assist them in coping with special needs youth (this is the only community support service that is supported specifically in the attached financial data).

With the seriously and persistently mentally ill adult population and the severely emotionally disturbed children's population, case management staff provide community-based services in the home as well as in the clinic and with the family as necessary. Additionally, therapy is available at the clinic and community sites. This is particularly necessary in those living situations which are closely supervised, or only semi-independent, or where a youth is at risk for out-of-home placement or out-of-community placement.

Additionally, the clubhouse programs have an outreach component where staff go into the community and encourage non-attenders to participate in programming made available for their benefit. This includes providing transportation to and from clubhouse programs as needed.

Child and adolescent programs provide a variety of supportive community services through contractual arrangements with the Division of Child and Family

Services, the Division of Youth Corrections, Cache School District, Rich School District, Box Elder School District, Bear River Head Start, the ACT Now Local Interagency Council, and the State of Utah FACT Program.

Youth Trek, the Center's children's program, provides services to children in Box Elder, Cache and Rich Counties. The vast majority of the services provided to children and adolescents in Bear River Mental Health Service's catchment area are community-based.

The Kindergarten Through Third Grade Program is operated at several elementary schools in Box Elder and Cache school districts. The program takes referrals from the school principals and assists students with daily living skills, behavior problems, and anger management. There are also after-school and summer programs which provide skill development and socialization training.

The elementary school programs are collaborative efforts with Box Elder, Cache, and Rich County school districts as well. They are offered in the elementary schools within the three districts that do not have the Kindergarten Through Third Grade Program. The district offices and the school principals refer students to the program where they receive case management for skills development and other therapeutic interventions. These programs focus on early intervention and prevention and give parents and families information about the resources that are available in the community. The secondary school programs provide counseling and other interventions in the three school districts' secondary schools and alternative high school programs.

The Local Interagency Council is a collaborative effort between the majority of the agencies that provide services to children and families in the three county area also. Referrals come from a variety of sources. The local Interagency Council provides a case management program which focuses on providing better cooperation between agencies to reduce duplication of services. The case management component works with parents and coordinates efforts between the school districts, service providers, and the family; with Bear River Mental Health Center's services being a key consultant and treatment resource.

Case management and clinical services are provided to Head Start children and their families in collaboration with the Head Start program. Finally, specific services related to abuse, neglect, foster care, and parenting are provided to individuals and families at the Division of Child and Family Services offices by Center staff.

#### **I. Consultation and Education Services**

Bear River Mental Health Services staff provide case consultation to a variety of professionals in the community including: the Behavioral Health Care Unit at Logan Regional Hospital and Brigham City Community Hospital staffs, law enforcement personnel, nursing home staff, etc. Speakers are provided to offer information to groups and agencies about current mental health issues. The Center offers parent education classes, anger prevention classes, crisis education, and training for 911 staff. Furthermore, the Center provides workshops on marriage and family relationships, depression, stress, and anxiety. Additionally, we have staff that link with other social agencies by sitting on their boards. For example,

we participate in the Community and Family Partnership, CAPSA, the Health Council, Local Interagency Councils, and the Office of Family Support. We also conduct a court-required divorce education course. We have a staff person who routinely submits educational columns in the Herald Journal and several other local newspapers. Also, educational appearances occur on local television and radio stations.

#### **J. Housing/In-Home Skills**

Bear River Mental Health Services has continued to maintain a high level of commitment to the provision of adequate, safe, high quality and low-cost housing for the severely and persistently mentally ill population. Semi-independent housing consists of the Logan six-plex, which houses ten individuals, and Snow Park Village in Brigham City, which contains 14 single dwelling units. Additionally, land has been purchased to provide additional 15-apartment units in Brigham City. We also maintain lease agreements with local landlords which we supervise for housing for our client population.

We provide training and skills development in the areas of basic living skills necessary for independent and semi-independent living. For example, shopping, laundry, budgeting, financial management, personal hygiene, home maintenance, etc., are areas that are attended to as part of the managed care plan for individuals in need of assistance in these arenas.



## **II. QUALITY IMPROVEMENT**

### **A. Quality Improvement**

Bear River Mental Health Services operates under a Quality Improvement Plan that is guided by a philosophy of integrating all quality improvement activities with the total administrative activities at Bear River Mental Health Services. It is designed to carry out the Corporate:

**Vision:** To be recognized by the community as the best provider of and primary advocate for comprehensive mental health services.

**Mission:** We want every person who has contact with us to know that we care and can help make life better by providing the most skillful and professional mental health services available.

**Values Statement:** Our most prized resource is a multidisciplinary staff of dedicated professionals. We are united in our focus on the core values of our organization, which are: respect for the individual, service to the customer, pursuit of excellence, and commitment to personal integrity.

**Credo:** Helping make life better.

The Quality Improvement Committee represents staff from all levels of the organization. This Committee is responsible for assessing key indicators of quality of both administrative and clinical functioning and gives direction to quality improvement projects to improve the performance of the agency.

Additionally, Bear River Mental Health Services continues to have a Quality Assurance Committee that is responsible for oversight of Utilization, Peer, and Critical Incident Reviews as well as insuring medical record completeness.

Data and reports from this Committee are provided to the Quality Improvement Committee.

## **B. Data Systems**

Data sources for the Quality Improvement Committee include waiting list time, consumer satisfaction, outcome data routinely available from the Division of Mental Health, such as the GWB and the Ohio Children and Youth Scale results, and peer review results from the Quality Assurance Committee.

1. In June of 1996 Bear River Mental Health began the use of an automated clinical records system. Networks were installed in four Center facilities (Logan and Brigham City Outpatient Center and Logan and Brigham City Clubhouses), a Peer to Peer network in Tremonton, and a stand alone unit was installed in the Residential Facility. Our children's program, which is predominantly outreach in nature, called for several portable computers. A T-1 line between our Brigham City and Logan Outpatient facilities was installed, and wireless connections for all other facilities, with the exception of Tremonton, are installed. We have networked over 70 computers across five facilities. The concept is to provide computer access to all staff, clinical and support alike. All locations have access to all necessary clinical information. Clinical forms programming has been accomplished in a user friendly database. We have since invested great time and resources to continue to develop this software to accommodate internal, State Division, Medicaid, and other external requirements. To date, our Admission form, Clinical Assessments,

Managed Care Plans, Progress Notes, SPMI/SED, Termination forms, General Well Being, and Ohio forms are automated. Medication records are now automated as well. We have a clinical records Exception Report System to help track file and billing deficiencies and provide information for our Quality Improvement and Quality Assurance Committees.

Benefits of this data tracking system include:

1. Our billing transactions are tied directly to the clinician time sheet.
2. Time sheets are tied directly to the progress notes.
3. Progress notes are tied directly to the Managed Care Plans.
4. MCPs are tied directly to the Clinical Assessment. Once information is entered initially, it is pulled across to other forms requiring the same information.
5. Any staff at any of our facilities (with appropriate rights) can view clinical information created by anyone else within the organization.
6. Auditing has become extremely efficient as computer generated reports can now tell us faster and more accurately what we used to have to manually pull files to find.

We are continuously modifying the software and hardware for increased efficiency. A clinical forms software development committee consisting of clinicians, administration, and support staff test revisions and make recommendations for further development to the programmer.

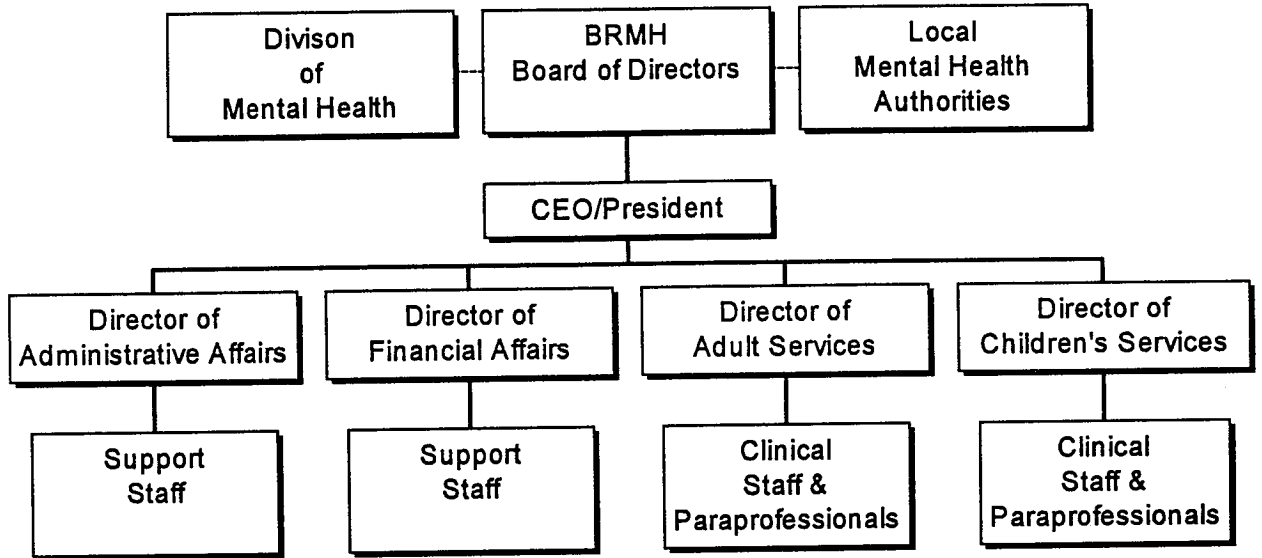
During the upcoming year, we will continue to focus on the creation of

reports generated for management decision making purposes and review at the Quality Improvement Committee and the Executive Committee levels.

### **III. ORGANIZATION CHART**

Please find attached our current organizational chart for Bear River Mental Health Services, Inc. Note that it includes the authorities and contractors with authority over funds provided to the organization.

# Bear River Mental Health Services, Inc. Organizational Chart



Authority  
----- Contractual/Advisory

#### IV. FEE COLLECTION POLICIES

A. The attachments are the policies Bear River Mental Health Services, Inc. uses in guiding all issues regarding setting fees, charges, co-payments, collections, and bad debts.

The current co-payment schedule is based on the following table:

#### BEAR RIVER MENTAL HEALTH SERVICES, INC. CO-PAYMENT SCHEDULE

MONTHLY FAMILY GROSS INCOME*	PER SESSION COPAYMENT
0 - 599	8
600 - 1099	16
1100 - 1499	24
1500 - 1999	32
2000 - 3199	42
3200 - 3999	52
4000 - 5399	72
5400 - +	84

\*The income figures represent combined family gross income and no longer relate to number of dependents.

This co-pay remains the same for all services except for groups which are \$8.00 per session and medication management which is charged at half the co-pay rate. The minimum co-payment for any service is \$8.00. If a client is on Medicaid this schedule does not apply.

At times, monthly maximums are necessary for low income clients as well as those receiving quantities of intensive service. Monthly maximums, as noted in the attached Procedures and Policies, are established by the Directors of Adult and Children's Services on those clients who are severely emotionally disturbed or seriously and persistently mentally ill who report financial difficulties. For example, all Clubhouse members have a monthly maximum of two co-pays per month. If a Clubhouse member also receives outpatient services they have a maximum of three co-pays per month. If a client is outpatient only and SED or SPMI, they have a maximum co-pay of four times per month. Complete fee waivers are granted upon a client providing a Certificate of Impecuniosity from a local court.



## A. INTRODUCTION

Bear River Mental Health Services, Inc. collects first party payments based on the following considerations:

1. The Utah State Board of Mental Health has established a Minimum Fee Schedule to be used by all mental health centers in the state. The schedule does permit adaptation based on clinical judgements.
2. The federal funds awarded to the Center are conditioned upon the Center's willingness to seek reimbursement for services as close to true cost as possible.
3. The Center has been instructed by the Board of Trustees of Bear River Mental Health Services, Inc. to set personal co-payments at a point which will permit clients to carry their fair share of the financial burden of services. The Board recognizes the need to adjust co-payments so that no citizen will be refused services because of inability to pay.

Given these considerations, the following shall be the collection policies and procedures of the Center.

## B. REFUSAL OF SERVICES

### Policy

No person will be refused treatment because of inability to pay but may be refused service based on unwillingness to pay.

### Policy

1. Service may be withheld from any client who fails to make their co-payment prior to services being rendered. This includes monthly maximum clients, special funding clients, and clients who attend groups.
2. Exceptions to this policy are permitted only with director of adult or children's services approval or in crisis situations.
3. The billing specialist is to be apprised of all exceptions.

## C. CHARGES FOR SERVICE

### Policy

Charges for service shall be based on actual costs of services rendered and are reviewed annually and adjusted periodically. Although clients are responsible for full charges, a co-payment may be available. Special funding grants may also be used as appropriate to help defray the costs to clients in need. The total amounts collected from clients, special funding grants, insurance sources, etc. will not exceed total actual charges for service.

### Procedures

1. The Director of Financial Affairs shall be responsible to complete an annual Unit Cost Study for reviewing costs, adjusting charges, and submission to the State Division of Mental Health.
2. The Administrative Council may review the Unit Cost Study results annually and determine appropriate adjustments to charges.
3. The Administrative Council may, in support of prevention and meeting the mental health needs of individuals impacted by national crisis (e.g., war), waive the charges for service for military personnel and/or their dependents.

## D. SERVICE AND CHARGE INCREMENTS

### Policy

Time required for each visit may vary from client to client and from visit to visit. Bear River Mental Health Services, Inc. normally charges in quarter hour increments, with a minimum amount of time charged being one quarter of an hour. Charges are rounded to the nearest dollar.

### Procedures

When calculating charges, Bear River Mental Health rounds down to the nearest dollar when the calculated figure falls at fifty cents (\$.50) or below. The Center rounds up to the nearest dollar for any calculation fifty-one cents (\$.51) or above.

## E. CO-PAYMENT SCHEDULE

### Policy

Clients who qualify will be assigned and expected to pay a per encounter co-payment prior to each visit at the Center.

### Procedures

1. Client co-payments are based on monthly gross household income.
  - a. In the instance that single "legal adults" living with immediate family and receiving free room and board request Center services, an income of \$450 may be added to their declared income as "in kind" value of room and board. Any individual who can demonstrate that they are actually paying to live with immediate family could have this value of "in kind" revenue reduced accordingly. This may help obtain an accurate co-payment.
  - b. Before establishing a co-payment, Bear River Mental Health Services, Inc. may require verification of client stated income. Verification may also be requested at any time during treatment.
2. Co-payments may be contingent on the following conditions:
  - a. To be eligible for paying a co-payment, individuals must be residents of Box Elder, Cache, and Rich Counties. All other clients will be responsible for full charges.
  - b. Copayers must allow Bear River Mental Health Services, Inc. to submit claims to insurance companies when applicable. Copayers must also provide all pertinent information, including signed claim forms or a release allowing the Center to bill personal insurance. All insurance payments received by the Center shall be in addition to the client co-payment, however, the Center may not collect more than the actual charge.
  - c. Potential recipients of co-payments must apply by completing the Financial Agreement.

## F. SPECIAL FUNDING

### Policy

Bear River Mental Health Services, Inc. shall apply for special funding grants such as Title XX, Juvenile Court, etc. Further, these special funding grants shall be made available to qualified clients.

### Procedures

1. Clients receiving special funding may have a minimum per visit charge or co-payment and are expected to pay, whichever is less at the time of each visit.
2. Clients who do not pay prior to their session will no longer be eligible for special funding and, unless in crisis, may not be seen.
3. The maximum number of visits to be reimbursed by special funding may be determined based on the specific special funding grant specifications.
4. Clients who do not show for scheduled appointments (no shows) may be charged their co-payment.
5. Clients who have been recipients of special funds may automatically lose eligibility at termination.
6. Current visit maximums, co-payments, and other specific special funding information will be kept by the Administrative Assistant monitoring special fundings.

## G. SIX MONTH FINANCIAL REVIEW

### Policy

Bear River Mental Health Services, Inc. may adjust client co-payments whenever there is a change in client circumstances or as policy is created or revised.

### Procedures

1. All clients may have their co-payment reviewed every six months. The Client Financial Review form is given to the therapist, who reviews with the patient any changes to income.
2. A financial review may be accomplished immediately on any client who loses Medicaid eligibility. Clients may have a financial review at times other than six months: 1) if client requests review; or 2) if clinician or administration feel a significant change in family income has occurred.
3. Changes to client co-payments will be calculated and entered into the computer only after evidence (if necessary) is received by the Billing Specialist and not until the first of the month following the financial review. If administration or clinician suspects misrepresentation of income, some form of income verification will be required.
4. All Medicaid clients may be assigned a Monthly Maximum and will be assigned a co-payment, so if they lose Medicaid eligibility a payment system is already in place.
5. The completed Financial Review form may be stored in the client's file. Failure to complete the Financial Review form will be listed as a file deficiency.
6. Responsibility for completing the review is with the assigned therapist. Responsibility to inform the therapist of the review is with the receptionist. Setting of new personal co-payments is the responsibility of the billing specialist in cooperation with the therapist.

## H. COLLECTION OF PERSONAL CO-PAYMENTS

### Policy

In most instances Bear River Mental Health Services, Inc. requires clients to pay their co-payments prior to being served.

### Procedures

1. Exceptions to this policy include Crisis Services or Medicaid clients who show their Medicaid card at the time of service.
2. Services provided outside of Center will be included in monthly statements.
3. The directors of adult or children's services may establish a monthly maximum, and will assure that the monthly maximum meets or exceeds the State's monthly maximum minimum.
  - a. Clients with a monthly maximum may pay their monthly maximum at their first visit or their co-payment at the time of service until their monthly maximum has been met.
4. The directors of adult or children's services shall notify the Director of Financial Affairs or designate of all special exceptions and monthly maximums in order that billing can be accurately accomplished.



## I. THIRD PARTY COLLECTIONS

### Policy

All clients of Bear River Mental Health Services, Inc. are required to sign the Client Financial Information and Agreement which authorizes the Center to bill clients' insurances. The Center may submit claims to Medicaid, Medicare, Title XX, or other private insurance which exists.

### Procedures

1. Insurance claims are submitted at full charge. Payment from insurance is requested to be sent directly to the Center.
2. Amounts collected in excess of full charge (either from insurance companies or personal payments) are credited against future visits or reimbursed to the client.
3. If a client has insurance coverage for mental health services, but refuses to allow the Center to file a claim, the client may be responsible for full charges.

## J. CLIENTS RE-ENTERING WITH BACK BALANCES

### Policy

Clients requesting re-entry into Center services, who have not been turned over for collection, but who have an outstanding debt with the Center, may be refused service.

### Procedures

1. In order for a client to re-enter the Center for services, the client must agree to a payment plan to pay off the back balance.
2. The directors of adult or children's services are responsible to make decisions as to who may re-enter the Center for services when back balances exist and how much they must pay on their back balance at each visit.
3. If a client has been turned over for collection, further payments should be made to the debt service agency, not Bear River Mental Health, for all amounts turned over.

## K. BAD DEBT COLLECTION

### Policy

Bear River Mental Health Services, Inc. shall have procedures in place for collection of bad debt. Accounts not settled within 60 days of termination shall be considered bad debt.

### Procedures

1. Terminated clients with balances over \$25 and no payment for 60 days may be turned over to ARS for collection. If ARS fails to collect on the account, The account may be turned over to a collection agency.
2. When an account requires outside collection, a form may be prepared showing the account number client name, and balance. This form must be signed by the clinician, directors of adult or children's services, and Director of Financial Affairs.
3. Decisions on collections are made by the directors of adult or children's services and the Director of Financial Affairs with recognition that the therapist of record may be consulted.
4. In the event that an account ends up in court, Center personnel may attempt to meet with Center legal representation at least one week in advance of the court date to review pertinent financial information about the client.

## L. BAD DEBT WRITE-OFF

### Policy

The termination of the Center's collection responsibility on client debt may occur when all billing, collection, and legal remedies are exhausted. In all cases, justification must be provided before an account is written off.

### Procedures

1. The clinician, Director of Financial Affairs, and Director of Services must approve all written off accounts.
2. Dispute over quality of care does not necessarily justify a write-off of any obligation. If service is requested by client or other responsible party, and if service is provided, then an obligation is incurred and payment is required.

## M. TERMINATED CLIENTS WITH BACK BALANCES

### Policy

Bear River Mental Health Services, Inc. shall have procedures in place for collection of bad debt. Accounts not settled within 60 days of termination shall be considered bad debt.

### Procedures

1. Terminated clients with balances over \$24 with no payments, copays, or charges for 60 days may be turned over to a collection agency for soft collections (collection efforts do not affect the client's credit rating). If the collection agency fails to collect on the account, the account may be turned over for hard collection.
2. Terminated clients with balances under \$24 and no payments, copays, or charges for 60 days may be written off. A form may be prepared showing the amount, client name, and account number. This form must be signed by the clinician, director of adult or children's services, and Director of Financial Affairs.
3. Terminated clients with a balance less than \$8 may be written off after terminated without signatures.
4. When an account requires outside collection, a form may be prepared showing the account number, client name, responsible party, date of birth, social security number, and balance. This form must be signed by the clinician, director of adult or children's services, and Director of Financial Affairs.
5. Clinician involvement may be limited to signing the form in #4 above. Refusal of a clinician to sign or turn back this form for personal reasons may be inappropriate. Forms must be turned in with reason why not to write-off or turn over. Concerns about the effect of collection actions upon a client may be discussed with the director of adult or children's services and the Director of Financial Affairs.
6. In the event that an account ends up in court, Center personnel may attempt to meet with Center legal representation at least one week in advance of the court date to review pertinent financial information about the client.
7. A statement may be added to the client termination letter to indicate that the client has a back balance.

## N. ACTIVE CLIENTS WITH BACK BALANCES

### Policy

Active clients or clients reentering the system with balances owed to the Center must pay their back balances.

### Procedures

1. If a client reenters BRMH for services and has been turned over for collections, the client may pay their co-payment for the visit and may work with the collection agency for the amount turned over. The Center may not accept payment on the back balance that was turned over to collection.
2. If a client reenters BRMH for service and has had an amount written off, the written off amount may be reestablished on their account and the person may be required to pay their co-payment and an amount on the back balance. The amount to be paid on the back balance may be worked out with the director of service.
3. If an active client has a back balance, they will continue to pay their co-payment and the director of adult or children's services and the clinician may come up with an appropriate plan of payment to eliminate the back balance.

## O. CLIENTS TERMINATED WITH CREDIT BALANCES

### Policy

Upon termination of services, clients with credit balances may receive refund checks.

### Procedures

1. Terminated clients who have credit balances over \$8 may be reimbursed. Due to the cost in processing, mailing, and handling checks; reimbursement for credit amounts to terminated clients with balances less than \$8 may not occur unless requested by the client.

V. ALLOCATION OF FUNDING BY SERVICE DELIVERY

Service	Budget for Division of Mental Health Funding	Budget for other sources of funding	Total funding	Total units of service
Inpatient	\$ -	\$ 357,050	\$ 357,050	1,130 days
Residential	\$ 127,852	\$ 223,758	\$ 351,610	3,924 days
Outpatient	\$ 551,463	\$ 1,382,122	\$ 1,933,585	26,628 hours
24 hour crisis care	\$ 11,098	\$ 49,032	\$ 60,130	506 hours
Psychotropic Medication Mgt.	\$ 80,681	\$ 166,499	\$ 247,180	3,036 encounters
Psychosocial rehabilitation	\$ 393,135	\$ 709,885	\$ 1,103,020	75,668 hours
Case Management	\$ 56,450	\$ 91,080	\$ 147,530	2,295 hours
Community Support	\$ 37,266	\$ 15,224	\$ 52,490	1,935 hours
Consultation and Education	\$ 136,913	\$ 68,137	\$ 205,050	2,999 hours



CACHE COUNTY

RESOLUTION NO. 99 14

A RESOLUTION DESIGNATING EXEMPT EMPLOYEES AND NON-COVERED EMPLOYEES UNDER THE FAIR LABOR STANDARD ACT.

The County Council of Cache County, Utah, in a regular meeting, lawful notice of which has been given, finds that it is appropriate and necessary for the county to designate by resolution those positions which shall be deemed exempt and those which shall be deemed non-covered pursuant to the Fair Labor Standards Act.

THEREFORE, the Cache County Council hereby adopts the following resolution:

BE IT RESOLVED that

Section 1: Non-Covered Employees

The following positions, each of which is an elected position, shall be deemed as non-covered under the Fair Labor Standards Act:

County Assessor  
County Attorney  
County Auditor  
County Clerk  
County Council Members (7)  
County Executive/Surveyor  
County Recorder  
County Sheriff  
County Treasurer

Section 2: Exempt Employees

The following positions shall be deemed exempt under the Fair Labor Standards Act:

A. Executive (pursuant to the Long or Short Test)

Director of Buildings & Safety  
Director of Cache Valley Communication Center  
Road/Weed Superintendent  
Director of Senior Citizens Center

B. Administrative (pursuant to the Long or Short Test)

Administrative Assistant to the County Executive  
County Fire Chief  
Countywide Planner  
Chief Deputy Surveyor  
Chief Deputy Sheriff  
Sheriff Captain  
Sheriff Lieutenant - Criminal  
Sheriff Lieutenant - Jail  
Victim Advocate Coordinator  
Zoning Administrator

C. Professional (pursuant to the Long or Short Test)

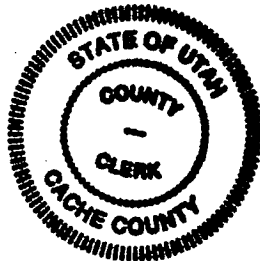
Deputy County Attorney - Full Time  
Deputy County Attorney - Full Time  
Deputy County Attorney - Full Time

Section 3: Effective Date

This resolution shall become effective immediately upon adoption.

This resolution was adopted by the Cache County Council on the 22nd day of June,  
1999.

CACHE COUNTY COUNCIL



By: Darrel L. Gibbons  
Darrel L. Gibbons, Chairman

ATTEST TO:

Jill N. Zollinger  
JILL N. ZOLLINGER  
CHIEF DEPUTY COUNTY CLERK

RESTAURANT TAX FUNDS REQUESTED, RECOMMENDED & ALLOCATED  
1999

Entity	Request	Recomm.	Allocated	Prior Allo.
Amalga Town				
Park Storage & Maint. Shed	15,000	15,000	15,000	22,000
Cache County				
Promotion-Fair & Rodeo	3,000	3,000	3,000	7,000
Cache County/Logan City				
Willow Park Complex	144,000	60,000	72,000	539,275
Cache Valley Cruising				
Promotion-1998 Car Show	20,000	7,000	7,000	14,000
Capitol Arts Alliance				
Advertise 98/99 Season	12,630	8,500	8,500	32,600
Chamber of Commerce				
Tourist Promotion	41,000	30,000	30,000	228,785
Hyrum City				
City Square Restroom Addition	40,000	20,000	20,000	76,000
Logan City				
Eccles Theatre P.C.I.B. Bonds	76,480	76,480	76,480	522,183
Mendon City				
Softball Field Improvements	4,900	20,000	20,000	71,800
Food Stand Upgrades	16,900			
Baseball & Soccer Field	94,500			
Pioneer Park Restroom	10,000			
Millville City				
City Park Improvements	17,500	17,500	17,500	44,500
Orliley City				
Restrooms & Bowery	30,000	30,000	30,000	52,000
North Park Interlocal Cooperative				
Bridgerland Ice Arena	1,000,000			60,000
Paradise Town				
Park Improvements	2,014	2,014	2,014	41,947
Providence City				
Parking Zollinger Park	21,500	20,000	20,000	71,143
Richmond City				
Consession/Restrooms	40,000	20,000	20,000	154,425
River Heights City				
Entrance Signs Landscape Imp	30,000	20,000	20,000	67,800
Utah Festival Opera Company				
1999 Mkt. Outside Cache Valle	50,000	20,000	20,000	80,215
Utah State University				
AWHC-Welcome Center**	900,000	45,000	45,000	134,500
**90,000/year for 10 years				
Lyric Theatre***	100,000	25,000	25,000	
***50,000/year 1999 & 2000				
Wellsville City				
Darley Ball Field Renovation	25,000	20,000	20,000	89,000
<b>TOTAL</b>	<b>2,694,424</b>	<b>459,494</b>	<b>471,494</b>	

RESOLUTION NO. 99- 15

**A RESOLUTION INCREASING THE BUDGET APPROPRIATIONS FOR CERTAIN COUNTY DEPARTMENTS.**

The Cache County Council, in a duly convened meeting, pursuant to Sections 17-36-22 through 17-36-26, Utah Code Annotated, 1953 as amended, finds that certain adjustments to the Cache County budget for 1999 are reasonable and necessary; that the said budget has been reviewed by the County Auditor with all affected department heads; that a duly called hearing has been held and all interested parties have been given an opportunity to be heard; that all County Council has given due consideration to matters discussed at the public hearing and to any revised estimates of revenues; and that it is in the best interest of the County that these adjustments be made.

NOW THEREFORE, it is hereby resolved that:

Section 1.

The following adjustments are hereby made to the 1999 budget for Cache County:

**see attached**

Section 2.

Other than as specifically set forth above, all other matters set forth in the said budget shall remain in full force and effect.

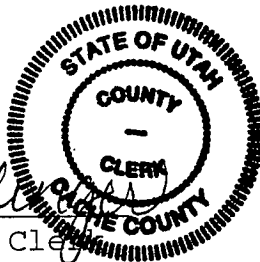
Section 3.

This resolution shall take effect immediately upon adoption and the County Auditor and other county officials are authorized and directed to act accordingly.

This resolution was duly adopted by the Cache County Council on the 22nd day of June, 1999.

ATTESTED TO:

Jane S. Zoller  
Deputy Cache County Clerk



CACHE COUNTY COUNCIL

Darrel L. Gibbons  
Darrel L. Gibbons, Chairman

**FUND 10 GENERAL FUND REVENUES**

ACCOUNT	DESCRIPTION	Recommended		Amended Budget	Reason for Change
		Current Budget	Increase DEBIT		
10-33-10000	Federal Grants - Cops Fast	(106,072)	(39,180)	(145,252)	Cops Fast for County Schools
10-33-14000	Crime Victim Grant -VOCA	(79,654)	(8,619)	(88,273)	VOCA Grant for 99-2000
10-33-56000	Class B Allotment	(700,219)	(100,000)	(800,219)	TIP Project & Rds Spec Serv Dist Prj
10-34-22101	Cache Co Schools Contract	(40,765)	(30,000)	(70,765)	Cops Fast for County Schools
10-38-40000	Recurring Transfers	(97,504)	(28,000)	(125,504)	Adj for public notices in Zoning MSF
10-38-90000	Appropriated Surplus	-	(276,285)	(276,285)	Ambulance \$70,000; Airport \$200,000; Extension \$986; Voca donation \$299; Sanity exams \$5000

**TOTAL REVENUES**

- (482,084) (482,084)

**FUND 10 GENERAL FUND EXPENDITURES**

ACCOUNT	DESCRIPTION	Recommended		Amended Budget	Reason for Change
		Current Budget	Increase DEBIT		
10-4125-200	Sanity Hearings	7,000	5,000	12,000	inc'd need for sanity exams/hearings
10-4148-131	Victim Services - Benefits	20,408	720	21,128	VOCA Grant for 99-2000
10-4148-211	Victim Services - Memberships	-	75	75	VOCA Grant for 99-2000
10-4148-231	Victim Services - Travel	741	2,989	3,730	VOCA Grant for 99-2000
10-4148-241	Victim Services - Office supplies	600	500	1,100	VOCA Grant for 99-2000
10-4148-280	Victim Services - Telephone	2,580	(600)	1,980	VOCA Grant for 99-2000
10-4148-281	Victim Services - Telephone	-	1,035	1,035	VOCA Grant for 99-2000
10-4148-450	Victim Services - petty cash	500	549	1,049	Thanksgiving Prayer Serv \$299 & \$250
10-4148-290	Victim Services - rent	6,500	3,650	10,150	VOCA Grant for 99-2000
10-4150-600	Ambulance Service	10,000	70,000	80,000	Ambulance \$70,000
10-4191-200	Advertising & Promotions	11,000	(2,000)	9,000	expense for zoning in MSF
10-4210-110	Sheriff - Employees	824,809	32,000	856,809	Cops Fast for County Schools
10-4210-130	Sheriff - benefits	332,717	15,180	347,897	Cops Fast for County Schools
10-4210-140	Sheriff - uniform allowance	18,500	4,000	22,500	Cops Fast for County Schools
10-4210-290	Sheriff - gasoline	39,000	3,000	42,000	Cops Fast for County Schools
10-4210-480	Sheriff - Special Dept Supplies	13,000	2,000	15,000	Cops Fast for County Schools
10-4210-740	Sheriff - equipment	111,416	43,000	154,416	Cops Fast for County Schools
10-4415-420	Class B Road - new construction	240,000	100,000	340,000	TIP Project & Rds Spec Serv Dist Prj
10-4610-120	Extension - temp employees	4,325	517	4,842	Adj for unspent 98-99 USU grant for 4-H purposes.
10-4610-130	Extension - benefits	11,548	136	11,684	same as above
10-4610-480	Extension - Spec Supplies 4-H pro	250	333	583	same as above
10-4800-925	Contrib to Airport Fund	67,354	200,000	267,354	Res #98-36 to acquire property - runway expansion

**TOTAL EXPENDITURES**

484,684 (2,600) 482,084

**FUND 20 MUNICIPAL SERVICES FUND REVENUES**

ACCOUNT	DESCRIPTION	Current Budget	Recommended decrease DEBIT	Recommended increase CREDIT	Amended Budget	Reason for Change
20-38-90000	Appropriated Surplus	-		(30,000)	(30,000)	Cops Fast for County Schools
	Totals			(30,000)		
	Net adjustment			(30,000)		

**FUND 20 MUNICIPAL SERVICES FUND EXPENDITURES**

ACCOUNT	DESCRIPTION	Current Budget	Recommended Increase DEBIT	Recommended Decrease CREDIT	Amended Budget	Reason for Change
20-4180-220	Zoning - public notices	-	2,000		2,000	adj to cover advertising costs
20-4800-990	Contrib to General Fund	97,504	28,000		125,504	adj to cover advertising costs
	Totals		30,000			
	Net adjustment				30,000	

**FUND 24 COUNCIL ON AGING FUND REVENUES**

ACCOUNT	DESCRIPTION	Current Budget	decrease DEBIT	increase CREDIT	Amended Budget	Reason for Change
24-33-70000	Grants - other Local	0		(10,000)	(10,000)	US West computer lab grant
	Totals			(10,000)		
	Net adjustment				(10,000)	

**FUND 24 COUNCIL ON AGING FUND EXPENDITURES**

ACCOUNT	DESCRIPTION	Current Budget	Increase DEBIT	Decrease CREDIT	Amended Budget	Reason for Change
24-4971-610	Sr Center-Misc Supplies	0	10,000		10,000	computer lab grant
	Totals		10,000			
	Net adjustment					10,000

**FUND 77 Logan-Cache Airport Authority (Component Unit) Fund Revenues**

ACCOUNT	DESCRIPTION	Current Budget	Recommended Decrease DEBIT	Recommended Increase CREDIT	Amended Budget	Reason for Change
77-38-20000	Contrib from General Fund	(67,354)		(200,000)	(267,354)	Res. 98-36 for airport purposes
	Totals			(200,000)		
	Net adjustment			(200,000)		

**FUND 77 Logan-Cache Airport Authority (Component Unit) Fund Expenditures**

Current      Recommended      Increase      Decrease      Amended

ACCOUNT	DESCRIPTION	Budget	DEBIT	CREDIT	Budget	Reason for Change
77-4460-710	Airport - Land Acquisitions	494,832	200,000		694,832	Runway expansion
	Totals		200,000	-		
	Net adjustment				200,000	

CACHE COUNTY

RESOLUTION NO. 1999- 16

A RESOLUTION APPROVING THE CREATION OF AN AGRICULTURE PROTECTION AREA.

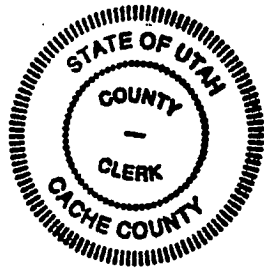
The County Council of Cache County, State of Utah, in a regular meeting, lawful notice of which has been given, finds that the legal requirements for the creation of an agriculture protection area have been met; and, therefore, that the proposal filed by Ropelato Properties, LC, should be approved.

THEREFORE, BE IT RESOLVED BY THE CACHE COUNTY COUNCIL, as follows:

The proposal filed with Cache County by Ropelato Properties, LC, dated 05 April 1999, to create an agriculture protection area on 114.88 acres of real property, is hereby approved. The property is described on the attached Tax Roll Records.

DATED this 22 day of June, 1999.

CACHE COUNTY COUNCIL



By: Darrel L. Gibbons  
Darrel L. Gibbons, Chairman

ATTEST:

James V. Zollinger  
Deputy Cache County Clerk



# CACHE COUNTY ATTORNEY



SCOTT L WYATT  
*County Attorney*

11 West 100 North  
Logan, Utah 84321  
(435) 752-8920  
Fax: (435) 752-9169  
E-mail: (first name)@legal.state.ut.us

PATRICK B. NOLAN  
DONALD G. LINTON  
BRUCE G. WARD  
TONY C. BAIRD  
JAMES M. SWINK  
*Deputy County Attorneys*

REBEKAH F. ALPISA  
TERRYL L. WARNER  
SUZANNE J. SIMMONS  
*Victim Advocates*

## MEMORANDUM

TO: Cache County Executive and Council  
FROM: Pat Nolan, Deputy Cache County Attorney  
DATE: 16 June 1999  
RE: Clerk to County Council

Utah Code Ann. §17-5-208 provides as follows:

“The county clerk is the clerk of the county legislative body. The records and minutes of the county legislative body must be signed by the chairman and the clerk.”

When the Organic Act for the change in form of county government was enacted, it provided, in Section 5.08, for the Office of County Clerk, as follows:

“There shall be an Office of County Clerk headed by an elected County Clerk. The Office of County Clerk shall have the functions, responsibilities and powers including court related duties as provided by law. The County Clerk or one of his deputies or assistants shall serve as Clerk to the County Council.”

Implementing Ordinance No. 87-02 provides, in Section 3, as follows:

### “Section 3: Clerk; Minutes

(a) The Cache County Clerk, or his designee, shall serve as clerk to the County Council at all meetings.

(b) The County Clerk, or his designee, shall provide copies of the minutes of all meetings of the Council to councilmen in a manner and within the times as designated by the Council and agreed upon by the Clerk.

(c) In accordance with state law, the books, records, and accounts of the County Council must be maintained at the office of the Clerk and open at all times during usual business hours for public inspection.

(d) The records and minutes of the County Council must be signed by the chairman and the clerk.”

May 25, 1999

BERNIE WEINGART  
Brian Ferebee  
U. S. Forest Service  
District Ranger  
1500 East Hwy. 89  
Logan, UT 84321

Dear Sir:

It has been brought to our attention that the Logan River Drainage has been studied by the Forest Service with the intent of determining the eligibility for inclusion in the National Wild and Scenic Rivers System.

We have not been notified by the Forest Service nor have we been given an opportunity to comment on or participate in the study that includes the Logan River Drainage in the Inventory of Rivers on the Wasatch-Cache National Forest designated as eligible for inclusion in the National Wild and Scenic Rivers System.

It is apparent from the *DRAFT* "Inventory of Rivers on the Wasatch-Cache National Forest Eligibility for Inclusion in the National Wild and Scenic Rivers System," that certain property, infrastructure, utilities, citizens and ongoing long term uses have not been taken into consideration by the U.S. Forest Service. These concerns and property rights have gone unrecognized, unstudied and unmentioned by the Forest Service in the preparation and writing of the study for eligibility of the rivers in the draft report. We have neither been properly notified of the study and subsequent designation of the Logan River Drainage as eligible for inclusion in the Wild and Scenic Rivers System nor have we been given the opportunity to participate in the process, both of which are required by the Forest Services own Guidelines, Handbook and Manuals.

We believe that the action taken by the Forest Service to study the inventory of rivers on the Wasatch-Cache National Forest has been and still is premature. The Forest Service has moved into this study without the budgetary funding necessary to finish the process to final determination. However, the impact us and our concerns is immediate. Once a river is designated as eligible the Forest Service has the obligation to protect the areas found eligible, as if the area were designated under the Act. This obligation

8

continues until a final finding is made whether or not that finding is to include the rivers in the inventory under the Wild and Scenic Rivers Act. This impact is without need, inappropriate, and must be corrected.

It is with this background and history that we request that no further action be taken that might impact us, our citizens and properties. We request that the Draft "Inventory of Rivers on the Wasatch-Cache National Forest Eligible for Inclusion in the National Wild and Scenic Rivers System" be set aside. We request that any further action that the Forest Service might take regarding the inclusion of the Logan River Drainage in the Inventory of Rivers in the National Wild and Scenic Rivers System be with our participation and full knowledge. We intend and are prepared to take whatever action is necessary to see that these requests are given proper consideration.

We invite communications to be opened so that we might be informed and included in the process that is impacting our community, citizens, and property.

Sincerely,

Mayor

cc: Congressman James V. Hansen  
Senator Robert Bennett  
Senator Orrin J. Hatch

**CACHE COUNTY  
CORPORATION**

**M. LYNN LEMON**  
COUNTY EXECUTIVE/SURVEYOR

120 NORTH 100 WEST  
LOGAN, UTAH 84321  
Tel 435-752-5935  
Fax 435-787-9386

**June 21, 1999**

**TO: Elected Officials & Department Heads**

**FROM: Lynn Lemon** *MLL*

**SUBJECT: Workshop with County Council**

**COUNTY COUNCIL**

DARREL L. GIBBONS  
CHAIRMAN  
H. CRAIG PETERSEN  
V. CHAIRMAN  
SARAH ANN SKANCHY  
C. LARRY ANHDER  
GUY RAY PULSIPHER  
CORY YEATES  
LAYNE M. BECK  
STEPHEN M. ERICKSON  
CLERK

The County Council has scheduled a workshop at 5:00 p.m. on June 29, 1999 with Elected Officials and all County Department Heads to discuss issues and concerns surrounding the extensive growth in the County. The following priorities have been developed for discussion. Please contact me with others major issues or items that you would like to discuss.

**PRIORITIES**

1. In-Geo Tax Roll System
  - a. Remote Access Charges
  - b. GIS/GPS/Section Corners
  - c. Computer Network (E-mail)
2. Countywide Comprehensive Plan
  - a. Rewrite of Land Use Ordinance
  - b. Transportation Element/CMPO LRP
  - c. Water Management/Development
3. New Administration Building
  - a. New Location for Courts
4. Jail Study and Analysis
  - a. Relocate/Build vs. Contracting
5. Logan Cache Airport-Runway Extension
6. Department of Human Resources
  - a. Compensation Market Analysis
7. T.V. Translator Upgrades and Relocation
8. Rewrite Fiscal Procedures Ordinance
9. Codify Resolutions and Ordinances
10. Special Districts/Dedicated Tax
  - a. Fire District, Ambulance, Law Enforcement
11. Countywide Library System
12. Public Relations-Web Site on Services etc.