

**Denton County MHMR Center
Board of Trustees Meeting Minutes
Thursday, July 28, 2022**

Trustees Present	Trustees Absent	Staff Present	Guests Present
Rhonda Dick	Patti Dunn	Veronica Armendariz	Todd Weill
Barbara Gailey	Doug Lee	Courtney Carey	
Dianne Hickey		Josie Ciccone	
Linda Holloway		Michelle Conrad	
Jack Phillips		Pam Gutierrez	
Melanie Royer		Dallas Hamilton	
Kelly Sayre		Leslie Hunt	
Judi Swayne		Tashina Landis	
		Lauren Titsworth	
		Dr. Meena Vyas	
		Taylor Warren	
		Wesley Warren	
		Brittany Waymack	

I. Call to Order

A. Roll Call – Patti Dunn and Doug Lee had an excused absence.

B. Welcome to Guests and Staff

Barbara Gailey, Chair, called the regularly scheduled meeting of the Denton County MHMR Center Board of Trustees to order at 7:19 p.m. in the boardroom of Denton County MHMR Center, 2519 Scripture Street, Denton, Texas. Barbara Gailey welcomed guests and staff.

C. Public Comments – None

D. Approval of Regularly Scheduled Board of Trustees Meeting Minutes

The Board of Trustees reviewed the Minutes of the regularly scheduled meeting, June 27, 2022.

Board Action: Dianne Hickey made a motion for the Board to approve the Minutes of the Board of Trustees Meeting, June 27, 2022, as written. Kelly Sayre seconded the motion, which passed with the following abstentions. Barbara Gailey, Chair, and Melanie Royer voted against approval of the Minutes of the Board of Trustees Meeting, June 27, 2022.

E. Staff Presentation: State Supported Living Center (SSLC) Admission Process
Leslie Hunt, LIDDA Director

II. Committee Reports

Finance Committee

A. FY 2022 Period 10 (June) Financial Statements

In June 2022, revenue exceeded expenditures by \$119,917. The budget for June 2022 is an excess of \$38,842. Year-to-date (YTD) through June 2022 revenue exceeded expenditures by \$2,995,477. The budget YTD through June 2022 is a loss of \$65,765.

Board Action: Dianne Hickey made a motion for the Board to accept the Financial Statements for the period ending in June 2022, which passed unanimously. A “second” was not required since the primary motion was made by the Finance Committee.

B. Budget Revision FY 2022

Board Action: Dianne Hickey made a motion for the Board to accept the Revised Budget for FY 2022, which passed unanimously. A “second” was not required since the primary motion was made by the Finance Committee.

Personnel Committee

C. Review and Approval of FY 2023 Annual Employee Benefits

Board Action: Melanie Royer made a motion for the Board to approve the FY 2023 Annual Employee Benefits, which passed unanimously. A “second” was not required since the primary motion was made by the Personnel Committee.

D. Request for Revision of One-Time Incentive for Center Staff from October 28, 2021 Board of Trustees Meeting

Board Action: Melanie Royer made a motion for the Board to approve the Revision of One-Time Incentive for Center Staff from October 28, 2021 Board of Trustees Meeting, which passed unanimously. A “second” was not required since the primary motion was made by the Personnel Committee.

E. Approval of Policy 7.9 – Reduction In Force

Board Action: Melanie Royer made a motion for the Board to approve Policy 7.9 – Reduction In Force, which passed unanimously. A “second” was not required since the primary motion was made by the Personnel Committee.

F. Review and Approval of New Positions:

- **MOPC Consumer Services Representative – FTE 1.0 – \$16/hr.**
- **Program Manager of Provider Services – FTE 1.0 – \$28/hr**
- **CSS Generalist – FTE 1.0 – \$17/hr**
- **FLS Generalist – FTE 1.0 – \$18/hr**

Board Action: Melanie Royer made a motion for the Board to approve the new positions, MOPC Consumer Services Representative, Program Manager of Provider Services, CSS Generalist, and FLS Generalist. Barbara Gailey made a motion with correction to change FLS Generalist to FLS Coordinator, which passed unanimously. A “second” was not required since the primary motion was made by the Personnel Committee.

III. Other Agenda Items**A. Review of Board of Trustee Bylaws – Item IV: Organizational Philosophy, Section C.4.**

Board Action: Judi Swayne made a motion for the Board to approve the Board of Trustee Bylaws – Item IV: Organizational Philosophy, Section C.4. Dianne Hickey seconded the motion, which passed unanimously. Barbara Gailey, Chair, voted against Board of Trustee Bylaws – Item IV: Organizational Philosophy, Section C.4.

B. Behavioral Health (BH) Satisfaction Survey Results

Board Action: Discussion item only, no action needed

C. PNAC Quarterly Report

Board Action: Discussion item only, no action needed

D. Zero Suicide Task Force update only

Board Action: Discussion item only, no action needed

E. Abuse & Neglect/Critical Incidents report

Board Action: Discussion item only, no action needed

IV. Executive Director Report

- HCS Interest List is currently at 2948.
- GR Interest List is at 237.
- Mental Health Adult Wait List continues at 0.
- Child and Adolescent Wait List continues at 0.
- The Center is providing Active Shooter Training today and tomorrow to enhance safety for Center staff.
- September is Mental Health month, and the Race for Hope will be this month. We hope to see you all at the walk/run! More details to come.
- Thank you to the Executive Staff and to Taylor for all their hard work, I appreciate you all very much.
- Thank you to the Board for your support and guidance, I am grateful for all you do for the individuals we serve.
- Request to change August board meeting to August 29th or August 30th. Rhonda Dick and I will be in Austin.

V. Chair Comments – No comments

VI. New Business

- Next Board meeting will be held at the Denton Outpatient Clinic (DOPC) on Monday, August 29, 2022.

The Board reserves the right to convene in Executive Session(s) from time to time as deemed necessary during this meeting - Executive Session(s) pursuant to Article 6252-17, Sec. 2, V.T.C.S., regarding Litigation (e), Real Estate (f), Personnel (g) and Security (j).

VII. Executive Session: Personnel

- A.** To review the Executive Director's Performance Evaluation completed and approved by the Board of Trustees on February 28, 2022. Executive Session did not occur.

Executive Director's Performance Evaluation was on the agenda for April 28, 2022, Executive Session and was reviewed in Executive Session; however, no action was taken by the Board of Trustees, in Open Session on April 28, 2022. Executive Session did not occur.

Executive Director's Performance Evaluation was on the agenda for May 26, 2022, Executive Session; however, a review was not completed, and no action was taken by the Board of Trustees, in Open Session on May 26, 2022. Executive Session did not occur.

Executive Director's Performance Evaluation was on the agenda for June 27, 2022, Executive Session; however, a review was not completed, and no action was taken by the Board of Trustees, in Open Session on June 27, 2022.

- B.** To review and approve the Executive Director's revised Contract, Benefits, and Salary.

Executive Director's Contract, Benefits, and Salary was on the agenda for April 28, 2022, in Executive Session; however, no action was taken by the Board of Trustees, in Open Session on April 28, 2022. Executive Session did not occur.

Executive Director's revised Contract, Benefits, and Salary was on the agenda for May 26, 2022, Executive Session; however, a review was not completed, and no action was taken by the Board of Trustees, in Open Session on May 26, 2022. Executive Session did not occur.

Executive Director's revised Contract, Benefits, and Salary was on the agenda for June 27, 2022, Executive Session; however, a review was not completed, and no action was taken by the Board of Trustees, in Open Session on June 27, 2022.

Executive Session: 8:26 p.m. – 9:00 p.m.

Convened back in regular session following Executive Session at 9:01 p.m.

VIII. Board Action – Agenda Item VII. A.

Board Action: Dianne Hickey made a motion for the Executive Director to receive a 3% raise effective retroactively to February 28, 2022. Judi Swayne seconded the motion, which passed unanimously.

IX. Board Action – Agenda Item VII. B.

Board Action: Judi Swayne made a motion to have Executive Director's revised Contract reviewed by an attorney for succinctness and correctness. Barbara Gailey, Chair, appointed Melanie Royer, and Rhonda Dick to review Executive Director's revised Contract with the attorney to have verbiage reviewed for succinctness and correctness. Kelly Sayre seconded the motion, which passed unanimously.

X. Adjourn – The Board of Trustees adjourned at 9:07 p.m.



Respectfully Submitted
Taylor Warren
Executive Assistant

 Rhonda Dick, Vice Chair

Approved
Barbara Gailey, Chair
Board of Trustees