

**Denton County MHMR Center  
Board of Trustees Meeting Minutes  
Thursday, August 29, 2022**

| <b>Trustees Present</b> | <b>Trustees Absent</b> | <b>Staff Present</b> | <b>Guests Present</b> |
|-------------------------|------------------------|----------------------|-----------------------|
| Rhonda Dick             | Barbara Gailey         | Veronica Armendariz  | Pam Beach             |
| Patti Dunn              |                        | Humera Bhaidani      | Brooke Hambrick       |
| Dianne Hickey           |                        | Courtney Carey       | LoCobra Wolf          |
| Linda Holloway          |                        | Michelle Conrad      |                       |
| Doug Lee                |                        | Pam Gutierrez        |                       |
| Jack Phillips           |                        | Dallas Hamilton      |                       |
| Melanie Royer           |                        | Tashina Landis       |                       |
| Kelly Sayre             |                        | Jennifer Meyer       |                       |
| Judi Swayne             |                        | Amie Poore           |                       |
|                         |                        | Erin Posey           |                       |
|                         |                        | Lauren Titsworth     |                       |
|                         |                        | Dr. Meena Vyas       |                       |
|                         |                        | Taylor Warren        |                       |
|                         |                        | Wesley Warren        |                       |
|                         |                        | Brittany Waymack     |                       |
|                         |                        | Ritch Wright         |                       |

**I. Call to Order**

**A. Roll Call** – Barbara Gailey had an unexcused absence.

**B. Welcome to Guests and Staff**

Rhonda Dick, Vice-Chair, called the regularly scheduled meeting of the Denton County MHMR Center Board of Trustees to order at 7:06 p.m. in the boardroom of Denton County MHMR Center, 2519 Scripture Street, Denton, Texas. Rhonda Dick welcomed guests and staff.

**C. Public Comments** – LoCobra Wolf: Customers

**D. Approval of Regularly Scheduled Board of Trustees Meeting Minutes**

The Board of Trustees reviewed the Minutes of the regularly scheduled meeting, July 28, 2022.

**Board Action:** Dianne Hickey made a motion for the Board to approve the Minutes of the Board of Trustees Meeting , July 28, 2022, as written. Linda Holloway seconded the motion, which passed unanimously.

**E. Staff Presentation:** Care Coordination

Amie Poore, Assistant Director of Nursing

## II. Committee Reports

### *Finance Committee*

#### **A. FY 2022 Period 11 (July) Financial Statements**

In July 2022, expenditures exceeded revenues by \$60,005. The budget for July 2022 is a loss of \$590,010. Year-to-date (YTD) through July 2022 revenue exceeded expenditures by \$2,935,472. The budget YTD through July 2022 is an excess of \$2,687,702.

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

#### **B. FY 2023 Budget**

**Board Action:** Dianne Hickey made a motion for the Board to accept the FY 2023 Budget, which passed unanimously. A “second” was not required since the primary motion was made by the Finance Committee.

### *Personnel Committee*

#### **C. Approval of Policies:**

- Policy 2.101 – Standards of Care
- Policy 2.102 – Service Plan
- Policy 2.103 – Availability & Accessibility
- Policy 3.0 – Rights Protection Office
- Policy 3.1 – Confidentiality
- Policy 3.11 – Charges for Community Services – Financial Management
- Policy 3.701 – Mental Health Services
- Policy 3.702 – Service Plan
- Policy 3.703 – Screening, Referral & Emergency Services
- Policy 3.704 – Screening, Referral & Emergency Services – Normal Work Hours
- Policy 3.706 – Mental Health Related Services
- Policy 3.708 – Case Management/Service Coordination
- Policy 3.710 – Least Restrictive Alternatives
- Policy 5.0 – Quality Management Program
- Policy 6.0 – Human Resource Development Program
- Policy 7.0 – Human Resources
- Policy 7.802 – Binding Arbitration, At-Will Employment and Dispute Resolution
- Policy 8.15 – Charity Care Pool
- Policy 9.0 – Privacy

**Board Action:**

- Rhonda Dick made a motion for the Board to approve Policy 2.101 – Standards of Care, Policy 2.102 – Service Plan, Policy 2.103 – Availability & Accessibility, Policy 3.0 – Rights Protection Office, Policy 3.1 – Confidentiality, Policy 3.11 – Charges for Community Services – Financial Management, Policy 3.701 – Mental Health Services, Policy 3.702 – Service Plan, Policy 3.703 – Screening, Referral & Emergency Services, Policy 3.704 – Screening, Referral & Emergency Services – Normal Work Hours, Policy 3.706 – Mental Health Related Services, Policy 3.708 – Case Management/Service Coordination, Policy 3.710 – Least Restrictive Alternatives, Policy 5.0 – Quality Management Program, Policy 6.0 – Human Resource Development Program, Policy 7.0 – Human Resources, and Policy 9.0 – Privacy, which passed unanimously. A “second” was not required since the primary motion was made by the Personnel Committee.
- Kelly Sayre made a motion to approve Policy 7.802 – Binding Arbitration, At-Will Employment and Dispute Resolution and Policy 8.15 – Charity Care Pool as presented. Melanie Royer seconded the motion, which passed unanimously.

**III. Other Agenda Items**

**A. Request to Form a Nomination Committee to Suggest Qualified Candidates to Serve as: Board Chairperson, Vice-Chairperson, and Secretary**

**Board Action:** Dianne Hickey, Patti Dunn, and Linda Holloway volunteered to sit on Nomination Committee. A Special Meeting will be held prior to the Regularly Scheduled Board of Trustees Meeting for September 2022 to select qualified candidates.

**B. Review and Approval of SUD Quality Management (QM) Report**

**Board Action:** Linda Holloway made a motion for the Board to approve the SUD Quality Management (QM) Report. Judi Swayne seconded the motion, which passed unanimously.

**C. Review and Approval of Quality Management (QM) Plan**

**Board Action:** Judi Swayne made a motion for the Board to approve the Quality Management (QM)/Utilization Management (UM) Plan. Jack Phillips seconded the motion, which passed unanimously.

**D. Zero Suicide Task Force update**

**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 2918.
- GR Interest List is at 247
- Mental Health Adult Wait List continues at 0.
- Child and Adolescent Wait List continues at 0.
- The Center is continuing our Safety Activity's, with another Active Shooter Training Scheduled for September and the Texas Council Risk Management Fund staff came on-site to ensure all buildings are operating safely. Center's continuing to work on all aspects of safety for the employees and the Center.
- September is Mental Health month, and the Local Outreach to Suicide Survivors (LOSS) Race for Hope will be held on October 22, 2022, South Lakes Park. We hope to see you all at the Race for Hope!
- I wanted to let you know that Michelle Conrad, CFO, met with Inwood Bank President agreed to triple the Center's investment income for the next year (.85%.)
- Thank you to the Executive Staff and to Taylor for all their continued hard work, I appreciate you.
- Thank you to the Board for your support and guidance, I am grateful for all you do for the individuals we serve.

**V. Vice-Chair Comments** – Rhonda Dick thanked everyone for joining the meeting. To the staff, it takes special people with special hearts to work in this field. Thank you for your hard work and passion. We appreciate and applaud you. Pam, you have done a great job surrounding yourself with great people and empowering them. That truly makes a difference in the Center.

**VI. New Business**

- Next Board meeting will be held at the Denton Outpatient Clinic (DOPC) on Thursday, September 22.

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. Board Consultation with Pam Beach, Attorney, Texas Council Risk Management Fund, regarding Executive Director's Contract.


Executive Session: 8:44 p.m. – 9:26 p.m.

Convened back in regular session following Executive Session at 9:27 p.m.

**VIII. Board Action – Agenda Item VII. A.**

**Board Action:** Judi Swayne made a motion to remove the term “indefinite period” from Section 3, Executive Directors Contract, and to change to “3-year contract, subject to renewal”. The Executive Directors Contract will start on September 1, 2022 to match the Fiscal Year and will conclude on August 31, 2025. Linda Holloway seconded the motion, which passed unanimously.

- IX. Adjourn** – The Board of Trustees adjourned at 10:36 p.m.



Respectfully Submitted  
Taylor Warren  
Executive Assistant



Approved  
Rhonda Dick, Vice-Chair  
Board of Trustees