

**Denton County MHMR Center
Board of Trustees Meeting Minutes
Thursday, January 26, 2023**

Trustees Present	Trustees Absent	Staff Present	Guests Present
Patti Dunn	Rhonda Dick, Ph.D.	Courtney Carey	Tommy Nelson
Dianne Hickey		Michelle Conrad	Caller 01
Linda Holloway, Ph.D.		Pam Gutierrez	Unknown
Doug Lee		Dallas Hamilton	Unknown
Jack Phillips		Tashina Landis	
Melanie Royer		Margie Lea	
Kelly Sayre		Jennifer Meyer	
Judi Swayne		Arianna Moore	
		Jada Pearson	
		Lisa Settles	
		Jennifer Steele	
		Dr. Meena Vyas	
		Taylor Warren	
		Wesley Warren	
		Brittany Waymack	
		Ritch Wright	

I. Call to Order

A. Roll Call – Rhonda Dick had an excused absence.

B. Welcome to Guests and Staff

Dianne Hickey, Vice-Chair, called the regularly scheduled meeting of the Denton County MHMR Center Board of Trustees to order at 6:57 p.m. in the boardroom of Denton County MHMR Center, 2519 Scripture Street, Denton, Texas. Dianne Hickey welcomed guests and staff.

C. Public Comments – None

D. Approval of Special Board of Trustees Meeting Minutes

The Board of Trustees reviewed the Minutes of the Special Board of Trustees meeting, December 5, 2022.

Board Action:

- Linda Holloway made a motion for the Board to approve the Minutes of the Special Board of Trustees Meeting, December 5, 2022. Patti Dunn seconded the motion, which passed unanimously.

E. Presentations:

- Annual Financial Compliance Audit Report for Fiscal Year 2022.
-Tommy Nelson, CPA, Scott, Singleton, Fincher and Company, P.C.

Presentation moved to after Agenda Item III.D. – Abuse & Neglect/Critical Incidents report.

- Summary of Calls and visit to Tommy Nelson and staff, defaming Executive Director, Pam Gutierrez, from Denton County MHMR Board Member, Barbara Gailey, information only presented by Tommy Nelson.
-Tommy Nelson, CPA, Scott, Singleton, Fincher and Company, P.C.

Presentation moved to after Agenda Item III.D. – Abuse & Neglect/Critical Incidents report.

The Board of Trustees were informed that Board Member, Barbara Gailey, resigned from the Denton County MHMR Board of Trustees.

- Presentation of Award for Patti Dunn for 29 Years of Invaluable Service on the Denton County MHMR Board of Trustees.
-Pam Gutierrez, Executive Director
- Presentation of Award for Judi Swayne for 29 Years of Invaluable Service on the Denton County MHMR Board of Trustees.
-Pam Gutierrez, Executive Director

II. Committee Reports

Finance Committee

A. FY 2023 Period 2 (October) Financial Statements

In October 2022, revenues exceeded expenditures by \$1,182. The budget for October 2022 is an excess of \$66,363. Year-to-date (YTD) through October 2022, revenue exceeded expenditures by \$136,601. The budget YTD through October 2022 is an excess of \$152,535.

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

B. FY 2023 Period 3 (November) Financial Statements

In November 2022, revenues exceeded expenditures by \$2,048. The budget for November 2022 is an excess of \$70,784. Year-to-date (YTD) through November 2022, revenue exceeded expenditures by \$138,648. The budget YTD through November 2022 is an excess of \$223,319.

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

C. FY 2023 Period 4 (December) Financial Statements

In December 2022, revenues exceeded expenditures by \$109,246. The budget for December 2022 is an excess of \$49,646. Year-to-date (YTD) through December 2022, revenue exceeded expenditures by \$247,894. The budget YTD through December 2022 is an excess of \$272,965.

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

D. Review and Acceptance of Annual Financial Compliance Audit Report for Fiscal Year 2022.

Board Action: Agenda Item moved to after Agenda Item III.D. – Abuse & Neglect/Critical Incidents Report.

Personnel Committee

E. Review and Approval of Policy 8.131 – Public Funds Investment Policy.

Board Action: Melanie Royer made a motion for the Board to approve Policy 8.131 – Public Funds Investment Policy, which passed unanimously. A “second” was not required since the primary motion was made by the Personnel Committee.

F. Review and Approval of New Position: MCOT School Liaison – FTE 0.50 – \$19-\$20/hr.

Board Action: Melanie Royer made a motion for the Board to approve the New Position: MCOT School Liaison – FTE 0.50 – \$19-\$20/hr., which passed unanimously. A “second” was not required since the primary motion was made by the Personnel Committee.

G. Review and Approval to Increase Hourly Pay for Wraparound Facilitators and Team Lead:

- **Wraparound Facilitators (4) – FTE 1.0 – currently \$18/hr.; requesting and increase to the budgeted max of \$20/hr.**
- **Wraparound Team Lead – FTE 1.0 – currently \$19.50/hr.; requesting an increase to the budgeted max of \$22/hr.**

Board Action: Melanie Royer made a motion for the Board to approve the Increase in Hourly Pay for Wraparound Facilitators and Team Lead, which passed unanimously. A “second” was not required since the primary motion was made by the Personnel Committee.

III. Other Agenda Items

A. Review and Approval of New Members for Planning and Network Advisory Committee (PNAC).

Board Action: Linda Holloway made a motion for the Board to approve the New Members for Planning and Network Advisory Committee (PNAC). Judi Swayne seconded the motion, which passed unanimously.

B. Planning and Network Advisory Committee (PNAC) Quarterly Report

Board Action: Discussion item only, no action needed.

C. Zero Suicide Task Force update

Board Action: Discussion item only, no action needed.

D. Abuse & Neglect/Critical Incidents report

Board Action: Discussion item only, no action needed.

IV. Presentations:

- Annual Financial Compliance Audit Report for Fiscal Year 2022.
-Tommy Nelson, CPA, Scott, Singleton, Fincher and Company, P.C.
- Summary of Calls and visit to Tommy Nelson, CPA and staff, defaming Executive Director, Pam Gutierrez, from Denton County MHMR Board Member, Barbara Gailey. Information Only, no action required.
-Tommy Nelson, CPA, Scott, Singleton, Fincher and Company, P.C.

V. Review and Acceptance of Annual Financial Compliance Audit Report for Fiscal Year 2022.

Board Action: Melanie Royer made a motion for the Board to accept the Annual Financial Compliance Audit Report for Fiscal Year 2022. Patti Dunn seconded the motion, which passed unanimously.

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).

VI. Executive Session: Personnel

Executive Session: 8:31 p.m. – 8:59 p.m.

Convened back in regular session following Executive Session at 9:00 p.m.

VII. Board Action – Agenda Item IV.A. – Outcome of Discussion of Settlement and Release Letter for Executive Director from Attorney Bill Helfand, Lewis, Brisbois Bisgaard & Smith LLP.

Board Action: Melanie Royer made a motion for the Board to approve the Settlement and Release Letter for the Executive Director as written by the attorney's listed. Kelly Sayre seconded the motion, which passed unanimously.

VIII. Executive Session: Personnel

Executive Session: 9:09 p.m. – 9:30 p.m.

Convened back in regular session following Executive Session at 9:31 p.m.

IX. Board Action – Agenda Item IV.B. – Outcome of Board Discussion and Vote to Remove Board Member, Barbara Gailey, from Denton County MHMR Center’s Board of Trustees.

Board Action: No action taken.

X. Board Action – Agenda Item IV.C. – Outcome of all Allegations made Against Executive Director from Executive Session.

Board Action: Doug Lee made a motion to table agenda item until the February 2023 Board of Trustees Meeting. Judi Swayne seconded the motion, which passed unanimously.

XI. Executive Director Report

- Thank you to Michelle Conrad, CFO, and her staff! Incredible job on her first Annual financial audit!! I am very proud of Michelle and her team!
- HCS Wait list currently has 2896 individuals waiting for services.
- The IDD General Revenue Wait list currently has 286 waiting for services.
- Mental Health Adult Services continues not to have a wait list.
- Mental Health Child and Adolescent Services continues not to have a wait list.
- Dianne, and I will be going to the Capital to meet with Legislators with the National Alliance on Mental Illness (NAMI) next week.
- Kollin out grant writer has been working hard with the staff and the Center has received the following grants:

Multi Systemic Therapy Grant –Collaborative grant with families, juvenile justice for youth that are at risk for out of home placement, (4 counselors), \$675,00 one-year grant, Flow Grant part-time School liaison, one year grant, \$6,055. for counseling for under insured youth, SAMHSA Training Expansion Grant, 4 year (ASIT, ASK and Mental Health First Aide for First Responders and Community Agencies) this aids our mission for the Zero Suicide Task Force, Grant \$490,183, Henry Foundation \$8,000 for CISM Training and Mental Health Summit, Denton Benefit League, Bus Passes and Hotel Respite \$ 9,093.00, Highland Village, gift cards, for IDD individuals for outings \$3,000, Grande Communications, Holiday Helping Hands, \$1,300.

- The board asked that Executive training was scheduled for the executive management team at the December board meeting. I have scheduled leadership training for not only the executive management team but the supervisors, managers, and directors of the Center on February 14, 2023, with Betsy Allen Manning. Then in March of 2023 Dan Hernandez from the Texas Council Risk Management will provide additional leadership training.
- Thank you to Lauren Titsworth, she did an exceptional job on our Community Needs Assessment Survey, of which you all will get the results soon. Lauren received 1005 surveys.

- Thank you to Taylor, Erin Posy, and the Executive Management team for all your hard work!! I am thankful for all of you!
- Thank you to the Board, I am very grateful for all of you!

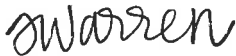
XII. Vice-Chair Comments

- **Presentation** – Texas Council Risk Management Report
- Dianne Hickey informed the board of a recent announcement from HHSC. HHSC announced that there will be an increase in salaries and starting pay to address severe workforce shortages in state operated facilities serving people with serious mental illness and intellectual disabilities.
- Dianne Hickey informed the Board of the 36th Annual Texas Council Meeting – June 21, 2023 – June 23, 2023, at the Westin Galleria in Houston, Texas.


XIII. New Business

- Next Board meeting will be held at the Denton Outpatient Clinic (DOPC) on Thursday, February 23, 2023.

XIV. Adjourn – The Board of Trustees adjourned at 9:45 p.m.



Respectfully Submitted
Taylor Warren
Executive Assistant



Approved
Dianne Hickey, Vice-Chair
Board of Trustees