

**Denton County MHMR Center
Board of Trustees Meeting Minutes
Thursday, August 31, 2023**

Trustees Present: Patti Dunn, Dianne Hickey, Linda Holloway, Ph.D., Cynthia Jones, Doug Lee, Jack Phillips, Melanie Royer, Kelly Sayre

Trustees Absent: Ron Marchant, Judi Swayne

Staff Present: Kandace Boykin-Johnson, Makala Burgess, Mund Chambliss, Terica Chappell, Jorden Clifton, Kylin Cofield, Michelle Conrad, Danelle Dixon, Pam Gutierrez, Dallas Hamilton, Kayla Lusk, Erica McKinnie, Amie Poore, Erin Posey, Janessa Reid, Lisa Settles, Lacy Vanhooose, Kollin Weaver, Ritch Wright

Guests Present: None

I. Call to Order

A. Roll Call – Ron Marchant and Judi Swayne had an excused absence.

B. Welcome to Guests and Staff

Dianne Hickey, Chair, called the regularly scheduled meeting of the Denton County MHMR Center Board of Trustees to order at 1:11 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 the Regularly Scheduled Board of Trustees Meeting Minutes from July 27, 2023.

The Board of Trustees reviewed the Minutes of the Regularly Scheduled Board of Trustees meeting, July 27, 2023.

Board Action: Jack Phillips made a motion for the Board to approve the Minutes of the Regularly Scheduled Board of Trustees Meeting, July 27, 2023, as presented. Cynthia Jones seconded the motion, which passed unanimously.

E. Staff Presentation: Relias Implementation

-Kollin Weaver, HR Development Manager;
Mund Chambliss, HRD & Crisis Trainer

II. Committee Reports

Finance Committee

A. FY 2023 Period 11 (July) Financial Statements.

In July 2023, expenditures exceeded revenues by \$113,865. The budget for July 2023 is an excess of \$51,044. Year-to-date (YTD) through July 2023, revenue exceeded expenditures by \$2,548,606. The budget YTD through July 2023 is an excess of \$1,439,359.

Board Action: Dianne Hickey made a motion for the Board to accept the Financial Statements for the period ending in July 2023, which passed unanimously. A “second” was not required since the primary motion was made by the Finance Committee.

B. FY 2024 Budget.

Board Action: Dianne Hickey made a motion for the Board to approve the Initial FY 2024 Budget, which passed unanimously. A “second” was not required since the primary motion was made by the Finance Committee.

C. Approval of an Interfund transfer of unrestricted fund balance in the amount of \$2,500,000 from the General Fund (operating) to the Internal Service Fund (capital assets). The transferred funds will be used for the acquisition of real property and/or building renovations to Center-owned real property.

Board Action: Dianne Hickey made a motion for the Board to approve the Interfund transfer of unrestricted fund balance in the amount of \$2,500,000 from the General Fund (operating) to the Internal Service Fund (capital assets). The transferred funds will be used for the acquisition of real property and/or building renovations to Center-owned real property. Kelly Sayre amended the motion to include that if the transferred funds are not used for the purposes stated, they will be replaced in the General Fund at the end of the year. Cynthia Jones seconded the motion, which passed unanimously.

D. Approval for Executive Director to purchase real property, and approval for Executive Director to proceed with building renovations to Center-owned property, not to exceed \$2,500,000.

Board Action: Dianne Hickey made a motion for the Board to approve the Executive Director to purchase real property, and to approve the Executive Director to proceed with building renovations to Center-owned property, not to exceed \$2,500,000. Dianne Hickey amended the motion to include that the final decision must be brought to the Board of Trustees for approval. Cynthia Jones seconded the motion, which passed unanimously.

Personnel Committee

E. Review and Approval of Policies:

- Policy 2.101 – Standards of Care
- 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 3.708 – 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: Melanie Royer made a motion for the Board to approve Policies: Policy 2.101 – Standards of Care, 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 3.708 – 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, and Policy 9.0 – Privacy, 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:

- HR Onboarding Specialist – FT – \$15-17 hourly.
- Change and Project Manager – PRN – \$55-\$60 hourly.
- Compliance and Risk Specialist – FT – \$76,500-\$81,500 annually.

Board Action: Melanie Royer made a motion for the Board to approve the New Positions, (all positions included in approved budget above): HR Onboarding Specialist, Change and Project Manager, and Compliance and Risk Specialist, which passed unanimously. A “second” was not required since the primary motion was made by the Personnel Committee.

III. Other Agenda Items

A. LOSS Team Discussion – Jorden Clifton

Board Action: Discussion item only, no action needed.

B. Zero Suicide Task Force Update – Dallas Hamilton

Board Action: Discussion item only, no action needed.

C. Abuse & Neglect/Critical Incidents Report – Kylin Cofield, Kayla Lusk

Board Action: Discussion item only, no action needed.

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).

IV. Executive Director Report

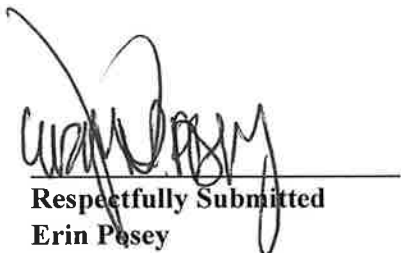
- HCS Wait list currently has 3048 individuals waiting for services.
- The IDD General Revenue Wait list currently has 297 waiting for services.
- Mental Health Adult Services continues not to have a wait list.
- Mental Health Child and Adolescent Services continues not to have a wait list.
- September is Mental Health Month and National Recovery Month. The Center will be dedicating North Texas Giving Day to the Local Outreach to Suicide Survivors, (LOSS) team. Please ask your friends and family to donate to our website to this wonderful cause. Many of you made videos for North Texas Giving Day and it is not too late. Please send them in if you would like.
- The Center wanted you to know about North Texas Overdose Awareness Day, honoring Randy Roland, Thursday 31, 6:30 pm, Lawn of the Denton Square, 110 W. Hickory St., Denton, TX. This wonderful event will have speakers, Resources Providers, Memorial, Food, Music, Balloon Art, Give-Aways. Please join this team in fighting to reduce the stigma and end overdose.
- The 1st annual Recovery In The Park is September 16, 2023, the Center sponsored this event of community and recovery.
- The National Pandemic has ended and because of this the board has elected to have the board meetings in person. This notice was posted 72 hours in advance as required by the Attorney General's Office. The exception is if a board member is unable to attend a meeting, then the board member may attend by zoom. All citizens and staff are welcome and encouraged to attend the board meeting.
- The Denton County Commissioners, specifically, Bobbie Mitchell, Judge Eads, Alex Reed, and the Health Department announced the MH Navigator program at the Denton County Commissioners Court Tuesday. The number to reach the Navigators by phone or text is (940) 349-3000. We are so proud of this program!
- The Annual School Supply Drive was a success for our children and adolescents. The team served 140 children and adolescents in our Center and our community.
- Thank you to the Chiefs and Executive leadership Team for your hard work.
- Thank you to the Board, I am very grateful for all of you!

V. **Chair Comments** - Thank you to this amazing Board. Thank you for where we are now and where we will continue to be.

VI. **New Business**

- Next Board meeting will be held at the Denton Outpatient Clinic (DOPC) on Thursday, September 28, 2023. The Finance Committee will meet at 12:00 p.m. The Personnel Committee, if held, will meet at 12:30 p.m. or 12:45 p.m. The Board of Trustees will meet following the Committee meetings.
- We as a Board, need to know what is going on throughout the Center. We will start to receive a monthly Newsletter to help keep us informed and educated on what is happening at the Center. We want to be more visible and understand exactly what is going on. The more we know the more we can help you and you can help us.

VII. **Adjourn** – The Board of Trustees adjourned at 2:42 p.m.



Respectfully Submitted
Erin Posey
Director of Human Resources



Approved
Dianne Hickey, Chair
Board of Trustees