

**Denton County MHMR Center
Special Board of Trustees Meeting Minutes
Tuesday, December 12, 2023**

Trustees Present: Patti Dunn, Isabel Hernandez, Dianne Hickey, Linda Holloway, Ph.D., Doug Lee, Ron Marchant, Jack Phillips, Kelly Sayre, Judi Swayne

Trustees Absent: Cynthia Jones

Staff Present: Veronica Armendariz, Makala Burgess, Michelle Conrad, Pam Gutierrez, Dallas Hamilton, Kaitlyn Kepple, Erica McKinnie, Arianna Moore, Yesenia Moreno, Amie Poore, Erin Posey, Janessa Reid, Lisa Settles, Lacy Vanhooose, Taylor Warren, Fonny Wright, Ritch Wright

Guests Present: Judge Christopher Everett, Brooke Hambrick, Judge David Jahn, Jada Pearson, Leah Strittmatter

I. Call to Order

- A. Roll Call** – a quorum was present for the Special Board of Trustees meeting. Cynthia Jones had an excused absence.

B. Welcome to Guests and Staff

Dianne Hickey, Board of Trustees Chair, called the Special Meeting of the Denton County MHMR Center Board of Trustees to order at 1:00 p.m. in the boardroom of Denton County MHMR Center, 2519 Scripture Street, Denton, Texas. Dianne Hickey welcomed guests and staff.

C. Public Comments

- Jada Pearson – Follow-up on concerns previously brought to the Board Members.

D. Approval of the Regularly Scheduled Board of Trustees Meeting Minutes from October 26, 2023.

The Board of Trustees reviewed the Minutes of the Regularly Scheduled Board of Trustees meeting, October 26, 2023.

Board Action: Ron Marchant made a motion for the Board to approve the Minutes of the Regularly Scheduled Board of Trustees Meeting, October 26, 2023, as presented. Doug Lee seconded the motion, which passed unanimously.

II. Committee Reports

Finance Committee

A. FY 2024 Period 2 (October) Financial Statements. – Dianne Hickey, Finance Committee Chair

In October 2023, revenues exceeded expenditures by \$58,506. The budget for October 2023 is an excess of \$169,131. Year-to-date (YTD) through October 2023, revenue exceeded expenditures by \$333,596. The budget YTD through October 2023 is a loss of \$129,411.

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

B. Approval of an Interfund transfer of unrestricted fund balance in the amount of \$3,500,000 from the General Fund (operating) to the Internal Service Fund (capital assets). This is in addition to the unrestricted funds requested and approved in the amount of \$2,500,000 at the August 2023 Board of Trustees meeting. – Dianne Hickey, Finance Committee Chair

Board Action: Dianne Hickey made a motion for the Board to approve the Interfund transfer of unrestricted fund balance in the amount of \$3,500,000 from the General Fund (operating) to the Internal Service Fund (capital assets). This is in addition to the unrestricted funds requested and approved in the amount of \$2,500,000 at the August 2023 Board of Trustees meeting. Ron Marchant amended the motion to establish an Ad Hoc Committee for Real Property Oversight. This Committee will include existing Ad Hoc Committee members as well as Ron Marchant, Kelly Sayre, and Dianne Hickey. Kelly Sayre seconded the motion, which passed unanimously.

C. 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 \$6,000,000. The final decision will be brought to the Board of Trustees for approval. – Dianne Hickey, Finance Committee Chair

Board Action: Ron Marchant made a motion for the Board to approve the Executive Director to purchase real property, and approval for the Executive Director to proceed with building renovations to Center-owned property, not to exceed \$6,000,000. Ron Marchant amended the motion to include cooperation with the Ad Hoc Committee for Real Property Oversight, which passed unanimously.

Personnel Committee

D. Nomination and Motion to Appoint a Current Board Member as a Board of Trustees Representative of Denton County MHMR Center to the Texas Council of Community Center's Board of Directors. – Dianne Hickey, Board of Trustees Chair

Board Action: Dianne Hickey made a motion for the Board to Appoint Linda Holloway as the Board of Trustees Representative of Denton County MHMR Center to the Texas Council of Community Center's Board of Directors, which passed unanimously. A "second" was not required since the primary motion was made by the Personnel Committee.

E. Appointment of Chairperson to Personnel Committee. – Dianne Hickey, Board of Trustees Chair

Board Action: Dianne Hickey made a motion for the Board to Appoint Linda Holloway as the Chairperson of Personnel Committee, which passed unanimously. A "second" was not required since the primary motion was made by the Personnel Committee.

F. Review and Approval of Policy 2.105 – Citizen Comment Scheduled Board Meetings. – Linda Holloway, Ph.D., Personnel Committee Chair

Board Action: Linda Holloway made a motion for the Board to approve Policy 2.105 – Citizen Comment Scheduled Board Meetings, which passed unanimously. A "second" was not required since the primary motion was made by the Personnel Committee.

G. Review and Approval of New Positions. – Linda Holloway, Ph.D., Personnel Committee Chair

- **Human Resources Information System (HRIS) & Credentialing Specialist – FTE 1.0 – \$26.00/hr.**
- **First Episode Psychosis (FEP) Certified Peer Specialist – FTE 0.5 – \$12-14/hr.**
- **First Episode Psychosis (FEP) Certified Family Partner – FTE 0.5 – \$12-14/hr.**

Board Action: Linda Holloway made a motion for the Board to approve the New Positions: Human Resources Information System (HRIS) & Credentialing Specialist, First Episode Psychosis (FEP) Certified Peer Specialist, and First Episode Psychosis (FEP) Certified Family Partner, which passed unanimously. A "second" was not required since the primary motion was made by the Personnel Committee.

II. Other Agenda Items

A. Home and Community-based Services (HCS) Provider Program Update. – Pam Gutierrez, Executive Director

Board Action: Discussion Item Only

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).

III. Executive Director Report

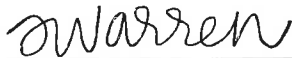
- Very excited to let you know that Taylor won the employee of the year for 2023, I am so grateful for Taylor!
- HCS Wait list currently has 3129 individuals waiting for services.
- The IDD General Revenue Wait list currently has 298 waiting for services.
- Mental Health Adult Services continues not to have a wait list.
- Mental Health Child and Adolescent Services continues not to have a wait list.
- The Center received a grant from the FLOW Foundation for the LOSS Team in the amount of \$25,000.
- The Center received a grant from Denton Benefit League for hotel Vouchers and 3,000 DCTA Bus Passes.
- In your packet you have the QR Code for the holiday Helping Hands. If you have any family or friends that would like to adopt an individual served by the Center, we would be so appreciative.
- Thank you to the Board members that were able to attend the holiday luncheon. Erin Posey, Jessica Rivera, and the Events Committee did an outstanding job. Nothing Bundt cakes and Albertson's donated all the cupcakes for the cakewalk. Very thankful to our community partners.
- Thank you to the Chiefs and Leadership staff for all your hard work.
- Thank you to the Board for all your support and leadership.
- I wish you a wonderful holiday with your family and friends!

IV. Chair Comments

- Congratulations to Taylor Warren on winning employee of the year!
- The Center's Holiday Party was this past Friday and we received great feedback. There were close to 300 staff present and it was a fabulous event. Thank you to Pam and the Events Committee for planning a great event. Jack Phillips stated it was nice to see the staff interact amongst each other and it was nice to see the dynamic and comradery.
- We are very proud of MHMR for getting their name out there as the leader of MH/IDD services in Denton County. It is amazing how the Center continues to grow. We are so proud of our employees for making these changes happen.
- The Board of Trustees discussed the grant received from the Judicial Department with guests and staff.
- Thank you to everyone for your support. We are here to support you and the individuals we serve. When good things happen, we are excited for you.

V. New Business - Next Board meeting will be held at the Denton Outpatient Clinic (DOPC) on Thursday, January 25, 2024.

VI. Adjourn – The Board of Trustees adjourned at 2:00 p.m.



Respectfully Submitted
Taylor Warren
Executive Assistant



Approved
Dianne Hickey, Chair
Board of Trustees