

**Denton County MHMR Center  
Board of Trustees Meeting Minutes  
Tuesday, January 23, 2024**

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

**Trustees Absent:** None

**Staff Present:** Keelah Adelegan, Veronica Armendariz, Shane Clark, Jorden Clifton, Kylin Cofield, Michelle Conrad, Pam Gutierrez, Dallas Hamilton, Amber Hellstrand, Orbrey Hill, Sharon Jones, Kaitlyn Kepple, Margie Lea, Jessie Liow, Drew Peterson, Amie Poore, Erin Posey, Jannesa Reid, Lisa Settles, Randi Silar, Jennifer Steele, Dr. Meena Vyas, Taylor Warren, Fonny Wright, Ritch Wright

**Guests Present:** Byron Brown, Melissa Lynch, Tommy Nelson, Jada Pearson, Commissioner Ryan Williams

**I. Call to Order**

**A. Roll Call** – a quorum was present for the Regularly Scheduled Board of Trustees meeting.

**B. Welcome to Guests and Staff**

Dianne Hickey, Board of Trustees Chair, called the Regularly Scheduled Meeting of the Denton County MHMR Center Board of Trustees to order at 1:09 p.m. in the boardroom of Denton County MHMR Center, 2519 Scripture Street, Denton, Texas. Dianne Hickey welcomed guests and staff.

**C. Public Comments**

**D. Approval of the Special Board of Trustees Meeting Minutes from December 12, 2023.**

The Board of Trustees reviewed the Minutes of the Special Board of Trustees meeting, December 12, 2023.

**Board Action:** Ron Marchant made a motion for the Board to approve the Minutes of the Special Board of Trustees Meeting, December 12, 2023. Linda Holloway seconded the motion, which passed unanimously.

**E. Presentation** – Annual Financial Compliance Audit Report for Fiscal Year 2023.  
Tommy Nelson, CPA, Scott, Singleton, Fincher and Company, P.C.

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).

## **II. Committee Reports**

### *Finance Committee*

#### **A. FY 2024 Period 3 (November) Financial Statements. – Dianne Hickey, Finance Committee Chair**

In November 2023, revenues exceeded expenditures by \$306,050. The budget for November 2023 is an excess of \$160,688. Year-to-date (YTD) through November 2023, revenue exceeded expenditures by \$645,633. The budget YTD through November 2023 is an excess of \$31,277.

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

#### **B. FY 2024 Period 4 (December) Financial Statements. – Dianne Hickey, Finance Committee Chair**

In December 2023, revenues exceeded expenditures by \$142,241. The budget for December 2023 is a loss of \$57,509. Year-to-date (YTD) through December 2023, revenue exceeded expenditures by \$787,874. The budget YTD through December 2023 is a loss of \$26,232.

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

#### **C. Approval and Motion from Board of Trustees to allow Executive Director to enter a contractual agreement with Sb Wells Downtown LLC, for Real Property at 419 South Elm Street, Denton, Texas, 76201, for the sales price of \$2,900,000. – Dianne Hickey, Finance Committee Chair**

**Board Action:** Dianne Hickey made a motion for the Board of Trustees to allow the Executive Director to enter a contractual agreement with Sb Wells Downtown LLC, for Real Property at 419 South Elm Street, Denton, Texas, 76201, for the sales price of \$2,900,000. Ron Marchant amended the motion to amend the affirmed contract in Section 7.B.1.a. to \$5,000, non-refundable, and under Section 2.A., \$1,000. Linda Holloway seconded the motion, which passed unanimously.

*Personnel Committee*

**D. Appointment of Vice-Chairperson to Personnel Committee. – Linda Holloway, Ph.D., Personnel Committee Chair**

**Board Action:** Linda Holloway made a motion for the Board to Appoint Jack Phillips as the Vice-Chairperson of Personnel Committee, which passed unanimously. A “second” was not required since the primary motion was made by the Personnel Committee.

**E. Review and Approval of Policy 8.131 – Public Funds Investment Policy. – Linda Holloway, Ph.D., Personnel Committee Chair**

**Board Action:** Linda Holloway 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 Revised Board of Trustee Bylaws. – Linda Holloway, Ph.D., Personnel Committee Chair**

**Board Action:** Linda Holloway made a motion for the Board to approve the Revised Board of Trustee Bylaws, which passed unanimously. A “second” was not required since the primary motion was made by the Personnel Committee.

**G. Review and Approval of Revised Organization Chart. – Linda Holloway, Ph.D., Personnel Committee Chair**

**Board Action:** Linda Holloway made a motion for the Board to approve the Revised Organizational Chart, which passed unanimously. A “second” was not required since the primary motion was made by the Personnel Committee.

**II. Other Agenda Items**

**A. Review and Acceptance of Annual Financial Compliance Audit Report for Fiscal Year 2023. – Pam Gutierrez, Executive Director and Michelle Conrad, Chief Financial Officer.**

**Board Action:** Linda Holloway made a motion for the Board of Trustees to Accept the Annual Financial Compliance Audit Report for Fiscal Year 2023. Isabel Hernandez seconded the motion, which passed unanimously.

**B. Discussion and Recommendation, as needed, for the Board of Trustees  
Nomination for the Texas Council of Community Center's 2024 Frank M.  
Adams Award. – Dianne Hickey, Board of Trustees Chair**

Current Nominations from the Board of Trustees are:

- Denton County LOSS Team
- Denton County Behavioral Health Leadership Team.

**Board Action:** Ron Marchant made a motion for the Board of Trustees to Nominate Denton County LOSS Team for the Texas Council of Community Center's 2024 Frank M. Adams Award, as they were created by Denton County MHMR Center. Linda Holloway seconded the motion, which passed unanimously.

**C. Motion and Approval from the Board of Trustees for Denton County  
MHMR Center to apply for the City of Frisco Grant. – Pam Gutierrez,  
Executive Director**

**Board Action:** Ron Marchant made a motion for the Board of Trustees to give approval to Denton County MHMR Center to apply for the City of Frisco Grant. Isabel Hernandez seconded the motion, which passed unanimously.

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

**Board Action:** Discussion Item Only

**E. Discussion of Board Committee Appointments. – Dianne Hickey, Board of  
Trustees Chair**

**Board Action:** Discussion Item Only

**F. Approval to Establish an Ad Hoc Facilities and Assets Committee. The  
members of this Committee include Ron Marchant (Chairperson), Dianne  
Hickey (Committee Member), Kelly Sayre (Committee Member), Leah  
Strittmatter (Committee Member), Michelle Conrad (Staff Member), Pam  
Gutierrez (Staff Member). – Dianne Hickey, Board of Trustees Chair**

**Board Action:** Kelly Sayre made a motion for the Board of Trustees to Establish an Ad Hoc Facilities and Assets Committee with the members listed, and the addition of Doug Lee as a Committee Member. Patti Dunn seconded the motion, which passed unanimously.

**G. Planning, Network, and Advisory Committee (PNAC) Quarterly Report. –  
Veronica Armendariz, Senior Director of QM/UM**

**Board Action:** Linda Holloway made the recommendation for Center Staff to explore possibilities for covered outside waiting areas.

**H. Zero Suicide Task Force Update. – Dallas Hamilton, Senior Director of  
Crisis Services**

**Board Action:** Discussion Item Only

**I. Abuse & Neglect/Critical Incidents Report. – Veronica Armendariz, Senior  
Director of QM/UM**

**Board Action:** Discussion Item Only

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**III. Executive Director Report**

- HCS Wait list currently has 3131 individuals waiting for services.
- The IDD General Revenue Wait list currently has 296 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 is in the middle of a comprehensive HHSC review. Veronica is leading the review, and this review covers all Mental Health Programs. During the call today HHSC was especially complementary of the Centers walk in and Mobile Crisis Outreach Crisis Services. As you all know the Center takes great pride in all the services provided and this was especially important to hear the reviewers compliment these services. Thank you to all of our hard-working staff.
- The Center is waiting for the funding for the Judicial Grant. This grant will partner with the Sheriff and jail. The staff will be housed within the jail and assist individuals immediately incarcerated with immediate needs such as housing, food stamps, mental health assistance, and social security assistance if needed. The Center is in the process of hiring the 3 staff for this program, (1 Peer Provider, 2 Jail Outreach, QMHP Providers), however this is contingent on receiving the funding.
- Thank you to the Chiefs and Leadership staff for all your hard work.
- Thank you to the Board for all your support and leadership.

**IV. Chair Comments**

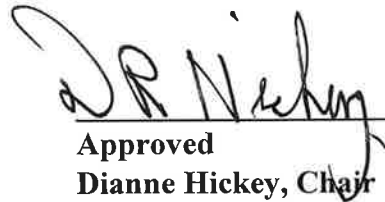
- Thank you to our staff. We appreciate you and without you, MHMR would just be building.
- Thank you to the best Board in the world. You guys are unbelievable. When you are asked to do something, you do it with all the vigor we have.
- To our new Board members, we are here for you. We know a lot of it is confusing. Come to us and we will keep you updated on exactly what we are doing.

**V. New Business** - Next Board meeting will be held at the Denton Outpatient Clinic (DOPC) on Thursday, February 22, 2024.

**VI. Adjourned** – The Board of Trustees adjourned at 3:08 p.m.



**Respectfully Submitted**  
**Taylor Warren**  
**Executive Assistant**



**Approved**  
**Dianne Hickey, Chair**  
**Board of Trustees**