

Denton County MHMR Center
Board of Trustees Meeting Minutes
Thursday, June 27, 2024

Trustees Present: Isabel Hernandez, Dianne Hickey, Cynthia Jones, Ron Marchant, Jack Phillips, Kelly Sayre

Trustees Absent: Patti Dunn, Linda Holloway, Ph.D., Doug Lee, Leah Strittmatter, Judi Swayne

Staff Present: Wakeelah Adelegan, Veronica Armendariz, Tammy Bowers, Kandace Boykin-Johnson, Kylin Cofield, Michelle Conrad, Phyllis Finley, Miranda Griffin, Pam Gutierrez, Dallas Hamilton, Ciara Hurt, Sharon Jones, Kayla Lusk, Melodye McKaye, Erica McKinnie, Jessica Pham, Erin Posey, Delinda Reese, Dr. Meena Vyas, Taylor Warren, Ritch Wright

Guests Present: Commissioner Dianne Edmondson

I. Call to Order

- A. Roll Call** – a quorum was present for the Regularly Scheduled Board of Trustees meeting. Patti Dunn, Linda Holloway, Ph.D., Doug Lee, Leah Strittmatter, and Judi Swayne had an excused absence.

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 1:00 p.m. in the boardroom of Denton County MHMR Center, 2519 Scripture Street, Denton, Texas. Dianne Hickey welcomed guests and staff.

C. Public Comments

D. Approval of the Regularly Scheduled Board of Trustees Meeting Minutes from May 23, 2024.

The Board of Trustees reviewed the Minutes of the Regularly Scheduled Board of Trustees meeting, May 23, 2024.

Board Action: Ron Marchant made a motion for the Board of Trustees to approve the Minutes of the Regularly Scheduled Board of Trustees Meeting, May 23, 2024. Isabel Hernandez seconded the motion, which passed unanimously.

E. Staff Presentation – Mental Health First Aid (MHFA) – *Phyllis Finley, Community Outreach Coordinator*

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 9 (May) Financial Statements. – *Dianne Hickey, Finance Committee Chair*

In May 2024, expenditures exceeded revenues by \$168,485. The budget for May 2024 is a loss of \$26,569. Year-to-date (YTD) through May 2024, revenue exceeded expenditures by \$781,855. The budget YTD through May 2024 is an excess of \$1,036,564.

Board Action: Dianne Hickey made a motion for the Board of Trustees to approve the Financial Statements for the period ending in May 2024, which passed unanimously. A “second” was not required since the primary motion was made by the Finance Committee.

B. Approval of One-Time Incentive if Center Funds Allow (not to exceed a total of \$100,000 for all FT, PT, and PRN employees). – *Dianne Hickey, Finance Committee Chair*

Board Action: Dianne Hickey made a motion for the Board of Trustees to approve the One-Time Incentive if Center Funds Allow (not to exceed a total of \$100,000 for all FT, PT, and PRN employees). Isabel Hernandez amended the motion to include the Board of Trustees will review the One-Time Incentive at the July 2024 Board of Trustees Meeting to determine if additional funding is available. Ron Marchant seconded the motion, which passed unanimously.

C. Motion and Approval to remove Janessa Reid, Director of Community Integration Services, and Lacy Vanhooose, TCOOMMI Continuity of Care Liaison, as Check Signer’s to the Center’s Employee Assistance Fund Account at PNC Bank. – *Dianne Hickey, Finance Committee Chair*

Board Action: Dianne Hickey made a motion for the Board of Trustees to approve the removal of Janessa Reid, Director of Community Integration Services, and Lacy Vanhooose, TCOOMMI Continuity of Care Liaison, as Check Signer’s to the Center’s Employee Assistance Fund Account at PNC Bank, which passed unanimously. A “second” was not required since the primary motion was made by the Finance Committee.

- D. Motion and Approval to add Pamela Gutierrez, Executive Director, Michelle Conrad, Chief Financial Officer, and Randi Silar, Director of Procurement Services, as Check Signer's to the Center's Employee Assistance Fund Account at PNC Bank. – *Dianne Hickey, Finance Committee Chair***

Board Action: Dianne Hickey made a motion for the Board of Trustees to approve the addition of Pamela Gutierrez, Executive Director, Michelle Conrad, Chief Financial Officer, and Randi Silar, Director of Procurement Services, as Check Signer's to the Center's Employee Assistance Fund Account at PNC Bank. Kelly Sayre amended the motion to add, Margie Lea, Controller, as an additional Check Signer to the Center's Employee Assistance Account at PNC Bank. Cynthia Jones seconded the motion, which passed unanimously.

Personnel Committee

- E. Review and Approval of Policy 7.101 – Equal Opportunity – *Jack Phillips, Personnel Committee Vice-Chair***

Board Action: Jack Phillips made a motion for the Board of Trustees to approve Policy 7.101 – Equal Opportunity, which passed unanimously. A “second” was not required since the primary motion was made by the Personnel Committee.

III. Other Agenda Items

- A. Behavioral Health (BH) and Intellectual & Developmental Disabilities (IDD) Satisfaction Survey Report. – *Veronica Armendariz, Senior Director of QM/UM***

Board Action: Discussion Item Only

- B. Planning Network and Advisory Committee (PNAC) Report and Discussion. – *Ciara Hurt, Program Manager of QM***

Board Action: The Planning Network and Advisory Committee (PNAC) recommendations were presented to the Board of Trustees. The Board of Trustees accept the recommendations made by PNAC.

- C. Abuse & Neglect/Critical Incidents Report. – *Kayla Lusk, IDD Rights Protection Officer; Kylin Cofield, MH Rights Protection Officer***

Board Action: Discussion Item Only

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

Board Action: Discussion Item Only

E. Human Resources (HR) Report – Erin Posey, Chief HR Officer

Board Action: Discussion Item Only

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IV. Executive Director Report

- The HCS Wait list currently has 3220 individuals waiting for services.
- The IDD General Revenue Wait list currently has 302 waiting for services.
- Mental Health Adult Services continues not to have a wait list.
- Many of the staff and Board members attended the Texas Council Annual Conference. There were many excellent presentations, and the conference very good.
- Mental Health Child and Adolescent Services continues not to have a wait list.
- The Center's Back to School Drive is here. We would love to have support for our kids and their families. We have provided the QR Code for your convenience.
- North Texas Giving Day is coming on September 19, 2024, and the Center will be supporting the Local Outreach to Suicide Survivors (LOSS) team. We will be bringing more information as the date gets closer.
- Erin and the team worked with UNT professor, Dr. Mims, and her Marketing class regarding changing the Center's name. The recommendation is "My Health, My Resources", the Center is working on the creating a new Logo with Staff. If any Board members are interested in submitting a logo for consideration, please do so.
- Thank you to the Chiefs and Leadership staff for all your hard work.
- Thank you to the Board for all your support and leadership.

V. Chair Comments – This has been the best Board we have had in years. I am proud of our Board and their hard work.

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

VII. Adjourned – The Board of Trustees adjourned at 3:10 p.m.



Respectfully Submitted
Taylor Warren, Executive Assistant
Denton County MHMR



Approved
Dianne Hickey, Chair
Denton County MHMR Board of Trustees