



**Denton County MHMR Center  
Board of Trustees Meeting Minutes  
Thursday, August 22, 2024**

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

**Trustees Absent:** Doug Lee, Jack Phillips, Judi Swayne

**Staff Present:** Wakeelah Adelegan, Veronica Armendariz, Kandace Boykin-Johnson, Makala Burgess, Jordan Clifton, Kylin Cofield, Lori Common, Michelle Conrad, Elisabeth Davenport, Miranda Griffin, Pam Gutierrez, Noah Howell, Ciara Hurt, Sharon Jones, Allison Levy, Kayla Lusk, Erin Posey, Karen Simmons-Clifton, Kirk VanHousen, Taylor Warren, Wesley Warren, Alex Wright, Fonny Wright, Ritch Wright

**Guests Present:** Brook Hambrick, Judge Dave Jahn

**I. Call to Order**

**A. Roll Call** – a quorum was present for the Regularly Scheduled Board of Trustees meeting. Doug Lee, Jack Phillips, 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 July 25, 2024.**

The Board of Trustees reviewed the Minutes of the Regularly Scheduled Board of Trustees meeting, July 25, 2024.

**Board Action:** Cynthia Jones made a motion for the Board of Trustees to approve the Minutes of the Regularly Scheduled Board of Trustees Meeting, July 25, 2024. Ron Marchant seconded the motion, which passed unanimously with one abstention, Linda Holloway, Ph.D. Linda Holloway Ph.D. was not present at the July 25, 2024, Board of Trustees meeting.

**E. Staff Presentation – Password Protocols. – *Ritch Wright, Chief Technology Officer***

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 11 (July) Financial Statements. – *Dianne Hickey, Finance Committee Chair***

In July 2024, expenditures exceeded revenues by \$243,258. The budget for July 2024 is a loss of \$303,045. Year-to-date (YTD) through July 2024, revenue exceeded expenditures by \$452,151. The budget YTD through July 2024 is an excess of \$620,757.

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

#### **B. FY 2025 Budget. – *Dianne Hickey, Finance Committee Chair***

**Board Action:** Dianne Hickey made a motion for the Board of Trustees to approve the FY 2025 Budget. Isabel Hernandez amended the motion to table Agenda Item II.B. – FY 2025 Budget, to be completed by August 29, 2024. Isabel Hernandez amended the motion to call a Special Called Board of Trustees Meeting, tentatively scheduled for August 29, 2024, 12:30 p.m. – 2:00 p.m., to approve the final FY 2025 Budget by August 29, 2024. Ron Marchant seconded the motion, which passed unanimously.

#### **C. Crisis Residential Unit (CRU) Recommendation from the Board of Trustees to close CRU Program effective October 31, 2024. – *Pam Gutierrez, Executive Director***

**Board Action:** Dianne Hickey made a motion for the Board of Trustees to approve the recommendation to close the Crisis Residential Unit (CRU) Program effective October 31, 2024. Isabel Hernandez amended the motion to table Agenda Item II.C. – Crisis Residential Unit (CRU) Recommendation from the Board of Trustees to close CRU Program effective October 31, 2024. Isabel Hernandez amended the motion to call a Special Called Board of Trustees Meeting, tentatively scheduled for August 29, 2024, 12:30 p.m. – 2:00 p.m., to discuss the recommendation to close the Crisis Residential Unit (CRU) program. Ron Marchant seconded the motion, which passed unanimously.

#### **D. Reduction in Force (RIF) Plan for CRU Program closure will be provided by the Chief of Human Resources to all CRU employees affected by the CRU Program closure (please see RIF plan enclosed). Information Only. – *Pam Gutierrez, Executive Director***

**Board Action:** Isabel Hernandez made a motion to table Agenda Item II.D. – Reduction in Force (RIF) Plan for CRU Program closure will be provided by the Chief of Human Resources to all CRU employees affected by the CRU Program closure. Isabel Hernandez amended the motion to call a Special Called Board of Trustees Meeting, tentatively scheduled for August 29, 2024, 12:30 p.m. – 2:00 p.m., to discuss the Reduction in Force (RIF) Plan for CRU Program closure. Ron Marchant seconded the motion, which passed unanimously.

*Personnel Committee*

**E. Review and Approval of Policies. – Linda Holloway, Ph.D., Personnel Committee Chair**

- 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 5.0.1 – Quality Management and Utilization Management Plan
- 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:** Linda Holloway, Ph.D. made a motion for the Board of Trustees to approve 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 5.0.1 – Quality Management and Utilization Management Plan, Policy 6.0 – Human Resource Development Program, Policy 7.0 – Human Resources, 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.

Linda Holloway, Ph.D. made a motion for the Board of Trustees to approve dissolving Policy 7.802 – Binding Arbitration, At-Will Employment and Dispute Resolution, 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 Substance Use Services (SUD) Quality Management (QM) Report. – *Kirk VanHousen, Program Manager of Substance Use Services***

**Board Action:** Patti Dunn made a motion for the Board of Trustees to approve the Substance Use Services (SUD) Quality Management (QM) Report. Ron Marchant seconded the motion, which passed unanimously.

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

**Board Action:** Discussion Item Only

**C. Zero Suicide Task Force Update. – *Makala Burgess, Program Manager of Liaison Services***

**Board Action:** Discussion Item Only

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

**Board Action:** Discussion Item Only

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### IV. Executive Director Report

- The HCS Wait list currently has 3263 individuals waiting for services.
- The IDD General Revenue Wait list currently has 307 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.
- Thank you to Judge Eads and the County Commissioners for providing a Suicide Prevention Proclamation at the request of Michelle Foster and the Denton County MHMR Center. Many Board members, and staff attended.
- The School Supply Drive was a great success! The Center provided over 380 backpacks to the children and adolescents served. Thank you to Dianne, Isabel, Patti, and Cynthia for your support of our children and adolescents.
- September is Suicide Prevention Awareness Month!
- North Texas Giving Day is coming on September 19, 2024, and the Center will be supporting the Local Outreach to Suicide Survivors (LOSS) team. Please let your family and friends know about North Texas Giving Day and the LOSS Team. Thank you!
- Touched By Suicide 18<sup>th</sup> Annual Memorial Walk, Saturday, September 28, 2024, the event starts at 8:30 am and the program starts at 9:30 am.
- The Centers 3rd Annual Mental Health and Law Enforcement Summit is scheduled for September 20, 2024, at the Embassy Suites in Denton. Please register for the summit, I would love for the board to attend.

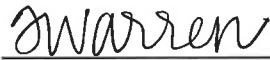
- Denton County LOSS Team Candlelight Vigil, October 6, 2024, from 6:00 pm to 7:30 pm. This is a remembrance of all who have passed by suicide.
- Thank you to the Chiefs and Leadership staff for all your hard work.
- Thank you to the Board for all your support and leadership.

**V. Chair Comments**

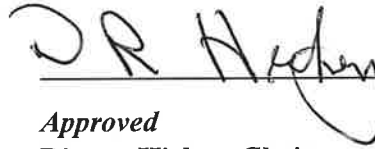
- As Board Chair, I want to remind the Board of Trustees that we have a Special Called meeting on August 29, 2024, 12:30 p.m. If you are unable to attend in person, please join the meeting virtually.
- Thank you to Taylor for always being there for us and getting everything we need. We are so grateful for you!

**VI. New Business** - Next Board meeting will be held at the Denton Outpatient Clinic (DOPC) on Thursday, September 26, 2024.

**VII. Adjourned** – The Board of Trustees adjourned at 2:46 p.m.



*Respectfully Submitted*  
**Taylor Warren, Executive Assistant**  
**Denton County MHMR**



*Approved*  
**Dianne Hickey, Chair**  
**Denton County MHMR Board of Trustees**