



**Denton County MHMR Center  
Board of Trustees Meeting Minutes  
Thursday, September 26, 2024**

**Trustees Present:** Patti Dunn, Isabel Hernandez, Dianne Hickey, Cynthia Jones, Ron Marchant, Kelly Sayre, Leah Strittmatter, Judi Swayne, Doug Lee

**Trustees Absent:** Linda Holloway, Ph.D., Doug Lee, Jack Phillips

**Staff Present:** Keelah Adelegan, Veronica Armendariz, Kylin Cofield, Michelle Conrad, Natalee Galvan, Pam Gutierrez, Dallas Hamilton, Sharon Jones, Kayla Lusk, Erin Posey, Taylor Warren, Wesley Warren, Fonny Wright, Ritch Wright

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

**I. Call to Order**

**A. Roll Call** – a quorum was present for the Regularly Scheduled Board of Trustees meeting. Linda Holloway, Ph.D., Doug Lee, and Jack Phillips 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 12:59 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 August 29, 2024.**

The Board of Trustees reviewed the Minutes of the Special Board of Trustees meeting, August 29, 2024.

**Board Action:** Isabel Hernandez made a motion for the Board of Trustees to approve the Minutes of the Special Board of Trustees Meeting, August 29, 2024. Cynthia Jones seconded the motion, which passed unanimously.

**E. Staff Presentation – Public Funds Investment Board Training – *Michelle Conrad, Chief Financial 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 12 (August) Financial Statements. – *Dianne Hickey, Finance Committee Chair***

In August 2024, expenditures exceeded revenues by \$626,019. The budget for August 2024 is a loss of \$230,410. Year-to-date (YTD) through August 2024, expenditures exceeded revenues by \$200,868. The budget YTD through August 2024 is an excess of \$390,347.

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

### *Personnel Committee*

#### **A. Review and Approval of New Positions for Assisted Outpatient Treatment (AOT) Grant. – *Dallas Hamilton, Senior Director of Crisis Services***

- Program Manager of Assisted Outpatient Treatment – FTE 1.0 – \$40/hr.
- Assisted Outpatient Treatment LPHA – FTE 1.0 – \$36/hr.
- Assisted Outpatient Treatment Peer Support Specialist – FTE 1.0 – \$16/hr.
- Assisted Outpatient Treatment Rehabilitation Specialist (x2) – FTE 1.0 – \$22/hr.
- Assisted Outpatient Treatment Registered Nurse (RN) – FTE 0.5 – \$37/hr.
- Assisted Outpatient Treatment Psychiatric Clinic Assistant (PCA) – FTE 0.5 – \$16/hr.
- Assisted Outpatient Treatment Advanced Practice Registered Nurse (APRN) – FTE 0.25 – \$135,200 annually

**Board Action:** Dianne Hickey made a motion for the Board of Trustees to approve the New Positions for Assisted Outpatient Treatment (AOT) Grant: Program Manager of Assisted Outpatient Treatment, Assisted Outpatient Treatment LPHA, Assisted Outpatient Treatment Peer Support Specialist, Assisted Outpatient Treatment Rehabilitation Specialist (x2), Assisted Outpatient Treatment Registered Nurse (RN), Assisted Outpatient Treatment Psychiatric Clinic Assistant (PCA), Assisted Outpatient Treatment Advanced Practice Registered Nurse (APRN), which passed unanimously. A “second” was not required since the primary motion was made by the Personnel Committee.

**B. Review and Approval of Policies. – Pam Gutierrez, Executive Director**

- Policy 2.101 – Standards of Care
- Policy 2.103 – Availability and Accessibility
- Policy 2.106 – Public Information
- Policy 3.706 – Mental Health Related Services
- Policy 7.006 – Tobacco Free Workplace
- Policy 7.100 – Equal Employment and Affirmative Action
- Policy 8.15 – Charity Care Pool

**Board Action:** Dianne Hickey made a motion for the Board of Trustees to approve Policy 2.101 – Standards of Care, Policy 2.103 – Availability and Accessibility, Policy 2.106 – Public Information, Policy 3.706 – Mental Health Related Services, Policy 7.006 – Tobacco Free Workplace, Policy 7.100 – Equal Employment and Affirmative Action, and Policy 8.15 – Charity Care Pool, which passed unanimously. A “second” was not required since the primary motion was made by the Personnel Committee.

**III. Other Agenda Items**

**A. Election of Board Officer – Secretary.**

**(On behalf of the Nominating Committee, the Nomination Form for additional candidates was provided to the Board of Trustees on September 23, 2024, self-nominations welcome.) – Nominating Committee: Linda Holloway, Ph.D. and Jack Phillips**

**Based on the recommendations of the FY 2025 – FY 2026 Board of Trustees Nominating Committee, Linda Holloway, Ph.D. and Jack Phillips, are recommending the following for Board Officer – Secretary.**

- **Secretary – Cynthia Jones**

**Board Action:** Judi Swayne made a motion for the Board of Trustees to accept the Nominating Committees recommendation for Board Officer, Secretary, Cynthia Jones. Patti Dunn seconded the motion, which passed unanimously.

**B. Review and Approval of Proposed Denton County MHMR Center Name and Logo. – Pam Gutierrez, Executive Director**

**Board Action:** Discussion Item Only. No Action Taken.

**C. Review and Approval of New Members for Planning Network and Advisory Committee (PNAC). – *Veronica Armendariz, Senior Director of QM/UM***

**Board Action:** Kelly Sayre made a motion for the Board of Trustees to accept the New Members for Planning Network and Advisory Committee (PNAC). Cynthia Jones seconded the motion, which passed unanimously.

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

**Board Action:** Judi Swayne made a motion for the Board of Trustees to accept the recommendations from the Planning Network and Advisory Committee (PNAC) and to defer the responsibility for action to the Executive Director, Pam Gutierrez. Leah Strittmatter seconded the motion, which passed unanimously.

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

**Board Action:** Discussion Item Only

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

**Board Action:** Discussion Item Only

**G. 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 3265 individuals waiting for services.
- The IDD General Revenue Wait list currently has 305 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 our sponsor Henry Foundation, for sponsoring the Law Enforcement and Mental Health Summit! Thank you to Taylor Warren for all her coordination and hard work! Thank you to Leaf McCracken, Natalee Galvan, Alex Wright, Ritch Wright, Ronnie Randles, and Erin Posey for all your help to make the Summit a success! Thank you to our Board Members and staff that attended! Special thank you to our staff that presented and did an amazing job!
- Thank you to Judge Eads for the welcome, and Commissioner Mitchell for the blessing, at our 3<sup>rd</sup> annual Law Enforcement and Mental Health Summit! The Center that provided presentations were outstanding and the additional speakers were great, and the information presented was outstanding.
- North Texas Giving Day was on September 19, 2024, and the Center had wonderful support for our Local Outreach to Suicide Survivors (LOSS) team. The Center raised \$5,653.00 for the LOSS team.
- On Saturday September 21, 2024, Ronnie Randles, Erin Posey, Sashaine Walter and I mingled with the ducks at the Flower Mound Rotaries Duck Derby! This was a great, fun event and the Center received \$1.00 per little ducky that was purchased. The Center received \$143.00! Thank you to everyone who donated.
- The Center received a SAMHSA Assisted Outpatient Treatment Team (AOT) Grant that is a 4-year grant, for \$750,000 a year and the team will work intensely with the probate court to provide court ordered services that are similar to the Centers ACT Team services. The individuals in the AOT program require a higher level of care and will be court ordered to services within the AOT team.
- The Touched By Suicide 18<sup>th</sup> Annual Memorial Walk, will be this Saturday, September 28, 2024, the event starts at 8:30 am and the program starts at 9:30 am. The walk is at 800 Parker Square Rd, Texas, 75028. Registration Link: <https://touchedbysuicide.ticketspice.com/2024-touched-by-suicide-memorial-walk>
- Denton County LOSS Team Candlelight Vigil will be held on October 6, 2024, from 6:00 pm to 7:30 pm. This is a remembrance of all who have passed by suicide. This event will be held at Heritage Park Flower Performance Pavilion, 600 Spinks Rd, Flower Mound, Texas.
- Thank you to the Chiefs, Leadership staff, and all of the staff for all your hard work.
- Thank you to the Board for all your support and leadership.

Pam Gutierrez welcomed Fonny Wright, Chief Operations Officer, to make a comment to the Board of Trustees.

- I have been out for a while. This is my first in person meeting with you all since May 2024. I asked Pam to let me do this, as this is my story to tell. I appreciate the privacy all my peers have given me. I wanted you to know that I have brain cancer, and it is terminal, there is no cure. I have what is called glioblastoma, which is the most aggressive brain cancer to have. I am undergoing treatment, which is the reason for the cap, to prolong my life. Pam and the Chiefs have been so gracious to allow me to continue to work despite the fact I am not at 100%. I appreciate everyone, your thoughts and prayers, and loving me through this.

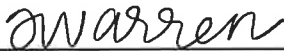
**V. Chair Comments**

- Fonny, you will be in everyone's prayers.
- Thank you to the Board for everything you do and everything we go through.
- Thank you to Judi for your time served as Secretary, we appreciate your time. We know Cynthia will do a fabulous job!

**VI. New Business**

- Next Board meeting will be held at the Denton Outpatient Clinic (DOPC) on Thursday, October 24, 2024.
- Parts of our staff have moved to the new Admin Building. We will arrange a time for us to tour the new location. DOPC is also being remodeled and a tour can be scheduled once it is complete.
- A Special Called Board of Trustees meeting will be held to approve new positions for the Smart grant we recently received. The meeting is scheduled for Monday, October 7, 2024, at 2:00 p.m.

**VII. Adjourned** – The Board of Trustees adjourned at 3:00 p.m.



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



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