



**Denton County MHMR Center  
Board of Trustees Meeting Minutes  
Friday, January 31, 2025**

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

**Trustees Absent:** Leah Strittmatter

**Staff Present:** Wakeelah Adelegan, Veronica Armendariz, Kylin Cofield, Michelle Conrad, Fonny Cooper-Wright, Pam Gutierrez, Dallas Hamilton, Sharon Jones, Kayla Lusk, Sherri McCarthy, Erin Posey, Morgan Quinnelly, Dr. Meena Vyas, Taylor Warren, Ritch Wright

**Guests Present:** Paul Barrows, Lisa Settles

**I. Call to Order**

**A. Roll Call** – a quorum was present for the Regularly Scheduled Board of Trustees meeting. Leah Strittmatter 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 Regularly Scheduled Board of Trustees Meeting Minutes from October 24, 2024.**

The Board of Trustees reviewed the Minutes of the Regularly Scheduled Board of Trustees meeting, October 24, 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, October 24, 2024. Linda Holloway, Ph.D. seconded the motion, which passed unanimously.

**E. Staff Presentation – Multisystemic Therapy (MST) Services – *Sherri McCarthy, Multisystemic Therapy (MST) Clinical Supervisor***

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 2025 Period 2 (October) Financial Statements. – *Dianne Hickey, Finance Committee Chair***

In October 2024, expenditures exceeded revenues by \$253,169. The budget for October 2024 is a loss of \$42,572. Year-to-date (YTD) through October 2024, expenditures exceeded revenues by \$250,770. The budget YTD through October 2024 is a loss of \$28,657.

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

#### **B. FY 2025 Period 3 (November) Financial Statements. – *Dianne Hickey, Finance Committee Chair***

In November 2024, expenditures exceeded revenues by \$56,254. The budget for November 2024 is a loss of \$2,057. Year-to-date (YTD) through November 2024, expenditures exceeded revenues by \$307,025. The budget YTD through November 2024 is a loss of \$30,715.

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

#### **C. FY 2025 Period 4 (December) Financial Statements. – *Dianne Hickey, Finance Committee Chair***

In December 2024, expenditures exceeded revenues by \$153,788. The budget for December 2024 is an excess of \$3,116. Year-to-date (YTD) through December 2024, expenditures exceeded revenues by \$460,812. The budget YTD through December 2024 is a loss of \$27,599.

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

*Personnel Committee*

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

- Policy 3.0 – Rights Protection Office
- Policy 3.704 – Screening, Referral and Emergency Service – Normal Work Hours

**Board Action:** Linda Holloway, Ph.D., made a motion for the Board of Trustees to approve the Policies: Policy 3.0 – Rights Protection Office and Policy 3.704 – Screening, Referral and Emergency Service – Normal Work Hours, which passed unanimously. A “second” was not required since the primary motion was made by the Personnel Committee.

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

- Assisted Outpatient Treatment (AOT) Rehabilitation Specialist – FTE 0.5 – \$22/hr.

**Board Action:** Linda Holloway, Ph.D., made a motion for the Board of Trustees to approve the New Position: Assisted Outpatient Treatment (AOT) Rehabilitation Specialist, which passed unanimously. A “second” was not required since the primary motion was made by the Personnel Committee.

**F. Review and Approval of Modified Positions. – Linda Holloway, Ph.D., Personnel Committee Chair**

- Assisted Outpatient Treatment (AOT) Registered Nurse (RN) – FTE 1.0 – Budgeted max of \$43/hr.

*This position was originally approved for an FTE of 0.5 and a budgeted max of \$37/hr.*

- Assisted Outpatient Treatment (AOT) Psychiatric Clinic Assistant – FTE 0.6 (60 percent) - \$16/hour.

*This position was originally approved for an FTE of 0.5 at \$16/hr.*

**Board Action:** Linda Holloway, Ph.D., made a motion for the Board of Trustees to approve the Modified Positions: Assisted Outpatient Treatment (AOT) Registered Nurse (RN) and Assisted Outpatient Treatment (AOT) Psychiatric Clinic Assistant, which passed unanimously. A “second” was not required since the primary motion was made by the Personnel Committee.

**III. Other Agenda Items**

**A. HHSC Administrative Hearing Update. – Pam Gutierrez, Executive Director**

**Board Action:** Discussion Item Only

**B. Building Remodel Update. – Pam Gutierrez, Executive Director; Michelle Conrad, Chief Financial Officer**

**Board Action:** Discussion Item Only

**C. Employee Engagement Survey Report. – Erin Posey, Chief HR Officer**

**Board Action:** The Employee Engagement Survey Report was not presented at the January 31, 2025 Board of Trustees meeting. The Employee Engagement Survey Report will be presented at the February 27, 2025 Board of Trustees Meeting.

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

**Board Action:** Discussion Item Only

**E. 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**

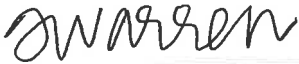
- The HCS Wait list currently has 3235 individuals waiting for services.
- The IDD General Revenue Wait list currently has 307 waiting for services.
- Mental Health Adult Services continues not to have a wait list.
- Mental Health Child and Adolescent Services continues not to have a wait list.
- Thank you to all of the wonderful staff and presenters who helped make the Assisted Outpatient rollout a tremendous success; Dallas Hamilton, Melissa Hsi, Jill LeBaron, Dr. Meena Vyas, Terica Chappell, Becky Pedersen, Assisted Outpatient Treatment (AOT) Team, Erin Posey, Alex Wright, Ronnie Randles, Miranda Griffin, Millwood Hospital (Food Sponsor), Firehouse Subs, Judge Andy Eads and the Denton County Commissioners for donating the space, and Judge Jahn, Judge Everett, Judge Nolter, and Judge McGowen from Tarrant County, MH deputies, and Police Officers from various Counties, for participating in the Assisted Outpatient Treatment (AOT) Team Rollout, last Friday. I am very grateful to Isabel Hernandez for attending and representing the board.
- Capital visit with Senator Parker, General Council, Jenna Lewis, then meet with Representative Hopper's staff. Addressed Legislative Priorities.
- Thank you to Taylor for always helping me!
- Thank you to the staff, Leadership, and chief for all your hard work.
- Thank you to the Board for all your support and leadership.

**V. Chair Comments**

- “A special thank you to Judge Andy Eads and the Denton County Commissioners for all the support, help, and having our backs when we need it. Without them, we would be lost. They have been fabulous to us, and we want to say thank you!”
- Ron Marchant recommends a letter be sent to Judge Andy Eads and the Denton County Commissioners on behalf of the Center’s Board of Trustees. This letter will thank Judge Eads and the County Commissioners for the additional funding and for going above and beyond for the Center.

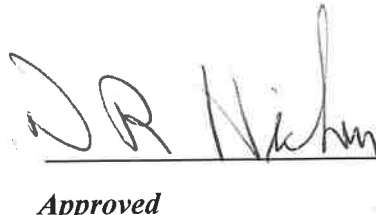
**VI. New Business** – Next Board meeting will be held at the Denton Outpatient Clinic (DOPC) on Thursday, February 27, 2025

**VII. Adjourned** – The Board of Trustees adjourned at 2:40 p.m.



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



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