

**Denton County MHMR Center
Board of Trustees Meeting Minutes
Thursday, August 28, 2025**

Trustees Present: Dianne Hickey, Linda Holloway, Ph.D., Doug Lee, Ron Marchant, Kelly Sayre, Leah Strittmatter

Trustees Absent: Isabel Hernandez, Cynthia Jones, Ph.D., Jack Phillips

Staff Present: Wakeelah Adelegan, Chinedu Anwasi, Veronica Armendariz, Michelle Conrad, Pam Gutierrez, Dallas Hamilton, Ciara Hurt, Kayla Lusk, Erin Posey, Morgan Quinnelly, Kirk VanHousen, Dr. Meena Vyas, Taylor Warren, Ritch Wright

Guests Present: None

I. Call to Order

A. Roll Call – a quorum was present for the Regularly Scheduled Board of Trustees meeting. Isabel Hernandez, Cynthia Jones, Ph.D., 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 1:03 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 21, 2025.

The Board of Trustees reviewed the Minutes of the Regularly Scheduled Board of Trustees meeting, July 21, 2025.

Board Action: Linda Holloway, Ph.D., made a motion for the Board of Trustees to accept the Minutes of the Regularly Scheduled Board of Trustees Meeting, July 21, 2025, as presented. Ron Marchant seconded the motion, which passed unanimously. Doug Lee abstained due to not being present at the July 21, 2025, Board of Trustees Meeting.

E. Staff Presentation – Intellectual and Developmental Disabilities (IDD) General Revenue (GR) Services. – *Morgan Quinnelly, Chief Integration 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. Executive Session – Personnel (g) – Discussion – Review and Board Approval of Executive Director’s Contract Renewal.

Executive Session: 1:13 p.m.

Convened back in Open Session following Executive Session at 2:30 p.m.

III. Board Action – Executive Session – Personnel (g) – Discussion – Review and Board Approval of Executive Director’s Contract Renewal.

Board Action: Linda Holloway, Ph.D., made a motion for the Board of Trustees to approve the Executive Director’s Annual Contract Renewal. Ron Marchant seconded the motion, which passed unanimously.

IV. Committee Reports

Finance Committee Meeting

A. FY 2025 Period 11 (July) Financial Statements. – Dianne Hickey, Finance Committee Chair

In July 2025, expenditures exceeded revenues by \$305,767. The budget for July 2025 is an excess of \$5,628. Year-to-date (YTD) through July 2025, expenditures exceeded revenues by \$802,070. The budget YTD through July 2025 is an excess of \$359,371.

Board Action: Dianne Hickey made a motion for the Board of Trustees to approve the Financial Statements for the period ending in July 2025, which passed unanimously. A “second” was not required since the primary motion was made by the Finance Committee.

B. FY 2026 Budget. – Dianne Hickey, Finance Committee Chair

Board Action: Dianne Hickey made a motion for the Board of Trustees to approve the FY 2026 Budget and the FY 2026 Personnel Services Schedule (PSS), which passed unanimously. A “second” was not required since the primary motion was made by the Finance Committee.

Personnel Committee Meeting

C. Review and Board Approval of Executive Director’s Contract Renewal. – Linda Holloway, Ph.D., Personnel Committee Chair

Board Action: The Board of Trustees reviewed and discussed the Executive Director’s Contract Renewal during Executive Session – Personnel (g) – Discussion – Review and Board Approval of Executive Director’s Contract Renewal.

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

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

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

- Policy 3.1 – Confidentiality
- Policy 3.11 – Charges for Community Services - Financial Management
- Policy 3.702 – Service Plan
- Policy 3.703 – Screening, Referral & Emergency Services
- 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 Resources Development Program
- Policy 7.0 – Human Resources
- 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 3.1 – Confidentiality, Policy 3.11 – Charges for Community Services - Financial Management, Policy 3.702 – Service Plan, Policy 3.703 – Screening, Referral & Emergency Services, 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 Resources 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.

V. Other Agenda Items

A. Review and Board Approval of Substance Use Services (SUD) Quality Management (QM) Report. – *Kirk VanHousen, Program Manager of Substance Use Services (SUD).*

Board Action: Kelly Sayre 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) Quarterly Report. Discussion Item Only. – *Erin Posey, Chief Human Resources (HR) Officer.*

Board Action: Discussion Item Only.

C. Abuse & Neglect/Critical Incidents Report. – Kayla Lusk, Intellectual and Developmental Disabilities (IDD) Rights Protection Officer

Board Action: Discussion Item Only

D. Strategic Plan Update. Board Action and Approval as Needed. – Pam Gutierrez, Executive Director.

Board Action: Kelly Sayre made a motion for the Board of Trustees to approve the Strategic Plan. Linda Holloway, Ph.D., seconded the motion, which passed unanimously. Leah Strittmatter was not present to vote on the agenda item.

VI. Executive Director Report. – Pam Gutierrez, Executive Director

- The HCS Waitlist currently has 3354 individuals waiting for services.
- The IDD General Revenue Waitlist currently has 298 individuals waiting for services.
- Mental Health Adult Services continues not to have a wait list.
- Mental Health Children and Adolescence continues not to have a wait list.
- The Center received a grant from the Moody Foundation for \$50,000, for the Local Outreach to Suicide Survivors (LOSS) Team.
- The Center's Back to School Drive was very successful, The Center served 257 individuals and families. Thank you to the Board and staff for supporting our Children!
- As noted last month, North Texas Giving Day is coming on September 18, 2025, and the Center will be supporting the Local Outreach to Suicide Survivors (LOSS) team and our Crisis Residential Unit (CRU). Please start letting your family and friends know so they can support this incredible team. We will be bringing more information as the date gets closer.
- The Center will be hosting the fourth Annual Law Enforcement and Leadership Summit on September 19, 2025, from 8:00am to 5:00pm at the Embassy Suites in Denton. I would love to see the board at the Summit. Thank you to the Embassy Suites who very deeply discounted all fees for the Summit. Thank you to Dianne Hickey for obtaining the space at the Embassy and negotiating for the Center.
- Thank you so much to Judge Eads and the County Commissioners. The Center received notification that the County will be recommending \$2,300,000 and \$163,000 for the 16.22's, for the Centers budgeted contract.
- Another reminder that the Center has a team for the Flower Mound Duck Derby, and we would love the Board to be part of our team! This event will be at the Rhythms at the River Walk in Flower Mound on September 20, 2025. The Event will be from 10:00 am to 2:00 pm. Please ask your family and friends to adopt a duck. Thank you! The QR Code is enclosed.
- Thank you, Taylor, for always helping me!!
- Thank you to the Chiefs and Leadership staff for all your hard work.
- Thank you to the Board for all your support and leadership.

VII. Chair Comments. – Dianne Hickey, Board of Trustees Chair

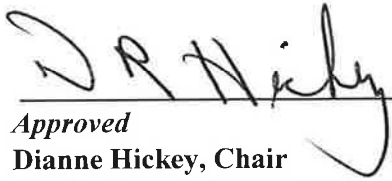
- Jack Phillips will not be returning to the Board of Trustees. Jack advised the Board of Trustees Chair that he would notify Judge Eads of his resignation and the additional need for a new Board of Trustee. There is an additional opening under Commissioner Falconer as well.
- Commissioner Dianne Edmondson is up for election, and we wish her well. She has done an amazing job and sends out monthly newsletters. We are hoping that she will be successful, as she has five candidates running against her. It will be tough, but we know she will do great.
- I am so proud of this Board, they have done amazing and have grown and done so much. We have learned to bond together to help the Executive Director and the Center.
- Please provide your availability for the Fall Board Retreat.
- The Center's 4th Annual Mental Health & Judicial/Law Enforcement Summit is Friday, September 19, 2025, at the Embassy Suites Denton Convention Center. The Embassy Suites provided the Center with a huge discount on the event space. Please say thank you to them if you see them at the event.
- Well wishes were provided by the Board of Trustees to Ron Marchant, regarding recent health issues.

VIII. New Business – Next Board meeting will be held at the Denton Outpatient Clinic (DOPC) on Wednesday, September 24, 2025.

IX. Adjourned – The Board of Trustees adjourned at 3:54 p.m.



Respectfully Submitted
Taylor Warren, Executive Assistant
Denton County MHMR



Approved
Dianne Hickey, Chair
Denton County MHMR Board of Trustees