

## **Board of Trustees Meeting Minutes**

### **Thursday, January 22, 2026**

**Trustees Present:** Dianne Hickey (virtual), Brooke Hambrick, Isabel Hernandez, Linda Holloway, Ph.D., Cynthia Jones, Ph.D. (virtual), Doug Lee, Kelly Sayre, Dawn Waye

**Trustees Absent:** Ron Marchant, Paul Slough

**Staff Present:** Keelah Adelegan, Michelle Conrad, Pam Gutierrez, Dallas Hamilton, Ciara Hurt, Margie Janik, Jessie Liow, Kayla Lusk, Erin Posey, Morgan Quinnelly, Randi Silar, Kirk Van Housen, Taylor Warren, Ritch Wright

**Guests Present:** Katy Hendrix, Condley, CPA, Assurance Manager, Condley and Condley, LLP

#### **I. Call to Order**

**A. Roll Call** – a quorum was present for the Regularly Scheduled Board of Trustees meeting. Ron Marchant and Paul Slough had an excused absence.

#### **B. Welcome to Guests and Staff**

Kelly Sayre, Board of Trustees Vice-Chairman, called the Regularly Scheduled Meeting of the Denton County MHMR Center's, My Health, My Resources, Board of Trustees to order at 1:00 p.m. in the Boardroom of Denton County MHMR Center's, My Health, My Resources, Administrative Building, 1614 Scripture Street, Denton, Texas. Kelly Sayre welcomed guests and staff.

#### **C. Public Comments**

#### **D. Approval of the Regularly Scheduled Board of Trustees Meeting Minutes from October 23, 2025.**

The Board of Trustees reviewed the Minutes of the Regularly Scheduled Board of Trustees meeting, October 23, 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, October 23, 2025, as presented. Isabel Hernandez seconded the motion, which passed unanimously. Brooke Hambrick and Dawn Waye abstained.

#### **E. Presentation – Annual Financial Compliance Audit Report for Fiscal Year 2025. – *Katy Hendrix, CPA, Assurance Manager,***

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 Meeting*

#### **A. FY 2026 Period 2 (October) Financial Statements. – Kelly Sayre, Finance Committee Vice-Chair**

In October 2025, revenues exceeded expenditures by \$84,625. The budget for October 2025 is a loss of \$155,108. Year-to-date (YTD) through October 2025, revenues exceeded expenditures by \$123,618. The budget YTD through October 2025 is a loss of \$234,471.

**Board Action:** Vice Chairman, Kelly Sayre made a motion for the Board of Trustees to approve the Financial Statements for the period ending in October 2025, which passed unanimously. A “second” was not required since the primary motion was made by the Finance Committee.

#### **B. FY 2026 Period 3 (November) Financial Statements. – Kelly Sayre, Finance Committee Vice-Chair**

In November 2025, revenue exceeded expenditure by \$246,910. The budget for November 2025 is a loss of \$223,244. Year-to-date (YTD) through November 2025, revenues exceeded expenditure by \$370,528. The budget YTD through November 2025 is a loss of \$457,715.

**Board Action:** Vice Chairman, Kelly Sayre made a motion for the Board of Trustees to approve the Financial Statements for the period ending in November 2025, which passed unanimously. A “second” was not required since the primary motion was made by the Finance Committee.

#### **C. FY 2026 Period 4 (December) Financial Statements. – Kelly Sayre, Finance Committee Vice-Chair**

In December 2025, expenditure exceeded revenues by \$2,468. The budget for December 2025 is a loss of \$31,777. Year-to-date (YTD) through December 2025, revenues exceeded expenditures by \$368,060. The budget YTD through December 2025 is a loss of \$489,492.

**Board Action:** Vice Chairman, Kelly Sayre made a motion for the Board of Trustees to approve the Financial Statements for the period ending in December 2025, which passed unanimously. A “second” was not required since the primary motion was made by the Finance Committee.

*Personnel Committee Meeting*

**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
- Policy 7.100 – Equal Employment and Affirmative Action

**Board Action:** Chair of the Personnel Committee, Linda Holloway, Ph.D., made a motion for the Board of Trustees to approve Policy 3.0 – Rights Protection Office, Policy 3.704 – Screening, Referral, and Emergency Service – Normal Work Hours, and Policy 7.100 – Equal Employment and Affirmative Action, 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**

- Program Manager of Youth Crisis Outreach Team (YCOT) Services - FTE 1.0 – Annual Salary- \$83,208.
- (2) Youth Crisis Outreach Team (YCOT) Licensed Practitioner of the Healing Arts (LPHA) – FTE 1.0 – Annual Salary- \$72,804.
- (2) Youth Crisis Outreach Team (YCOT) Qualified Mental Health Professional (QMHP) - FTE 1.0 – Annual Salary- \$56,160.
- (2) Youth Crisis Outreach Team (YCOT) Family Partner – FTE 1.0 – Annual Salary- \$37,440.
- Child and Adolescent Psychiatrist- FTE 0.46 – Annual Salary- \$143,520.
- Psychiatric Clinic Assistant (PCA) - FTE 1.0 – Annual Salary- \$41,604.
- Quality Management (QM)/Utilization Management (UM) Support Staff - FTE 1.0 – Annual Salary- \$41,604.
- Substance Use Services (SUD) Peer Support Specialist – FTE 1.0 – Annual Salary- \$47,840.

**Board Action:** Chair of the Personnel Committee, Linda Holloway, Ph.D., made a motion for the Board of Trustees to approve the New Positions: Program Manager of Youth Crisis Outreach Team (YCOT) Services, (2) Youth Crisis Outreach Team (YCOT) Licensed Practitioner of the Healing Arts (LPHA), (2) Youth Crisis Outreach Team (YCOT) Qualified Mental Health Professional (QMHP), (2) Youth Crisis Outreach Team (YCOT) Family Partner, Child and Adolescent Psychiatrist, Psychiatric Clinic Assistant (PCA), Quality Management (QM)/Utilization Management (UM) Support Staff, and Substance Use Services (SUD) Peer Support Specialist, which passed unanimously. A “second” was not required since the primary motion was made by the Personnel Committee.

**F. Review of Development Director Job Description. Update As Needed. – *Linda Holloway, Ph.D., Personnel Committee Chair***

**Board Action:** Chair of Personnel Committee, Linda Holloway, Ph.D., made a motion for the Board of Trustees to approve the Development Director Job Description as written, with the recommended salary, 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 Acceptance of Annual Financial Compliance Audit Report for Fiscal Year 2025. – *Pam Gutierrez, Executive Director; Michelle Conrad, Chief Financial Officer***

**Board Action:** Isabel Hernandez made a motion for the Board of Trustees to accept the Annual Financial Compliance Audit Report for Fiscal Year 2025. Linda Holloway, Ph.D., seconded the motion, which passed unanimously.

**B. Board Approval and Motion to Appoint Cynthia Jones, Ph.D., as the Board of Trustees Representative of Denton County MHMR Center, My Health, My Resources, to the Texas Council of Community Center’s Board of Directors. – *Kelly Sayre, Board of Trustees Vice-Chair***

**Board Action:** Linda Holloway, Ph.D., made a motion for the Board of Trustees to appoint Cynthia Jones, Ph.D., as the Board of Trustees Representative of Denton County MHMR Center, My Health, My Resources, to the Texas Council of Community Center’s Board of Directors. Brooke Hambrick seconded the motion, which passed unanimously.

**C. Board Committee Appointments. Action, as needed, from the Board of Trustees. – *Kelly Sayre, Board of Trustees Vice-Chair***

**Board Actions:**

Isabel Hernandez made a motion for the Board of Trustees to appoint Paul Slough, as a New Member to the Finance Committee. Linda Holloway, Ph.D., seconded the motion, which passed unanimously.

Isabel Hernandez made a motion for the Board of Trustees to re-appoint Linda Holloway, Ph.D., as the Chairperson of the Personnel Committee. Dawn Waye seconded the motion, which passed unanimously.

Linda Holloway, Ph.D., made a motion for the Board of Trustees to appoint Brooke Hambrick, as a New Member to the Personnel Committee. Isabel Hernandez seconded the motion, which passed unanimously.

Linda Holloway, Ph.D., made a motion for the Board of Trustees to appoint Brooke Hambrick, as the Vice-Chairperson of the Personnel Committee. Isabel Hernandez seconded the motion, which passed unanimously.

Brooke Hambrick made a motion for the Board of Trustees to appoint Dawn Waye, as a New Member to the Finance Committee. Isabel Hernandez seconded the motion, which passed unanimously.

The appointment of Chairperson to the Ad Hoc Facilities and Assets Committee will be tabled and discussed at the February 26, 2026, Board of Trustees meeting.

**D. Behavioral Health (BH) and Intellectual and Developmental Disabilities (IDD) Satisfaction Survey Report. – *Ciara Hurt, Program Manager of Quality Management (QM)***

**Board Action:** Discussion Item Only

**E. Planning, Network, and Advisory Committee (PNAC) Report and Discussion. – *Keelah Adelegan, Chief Clinical Officer***

**Board Action:** Dawn Waye made a motion for the Board of Trustees to approve the recommendations from the Planning, Network, and Advisory Committee (PNAC) Report. Linda Holloway, Ph.D., seconded the motion, which passed unanimously.

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

**Board Action:** Discussion Item Only

**IV. Executive Director Report. – *Pam Gutierrez, Executive Director***

- Welcome Dawn Waye and Brooke Hambrick to our Board of Trustees.
- The HCS Wait list currently has 3,382 individuals waiting for services.
- The IDD General Revenue Wait list currently has 297 waiting for services.
- The Mental Health Adult and Child and Adolescent Services targets have been monitored for the past fiscal year. The Center's MH performance contract requirements outlined that the Center serve 2,435 adults. The Center consistently overserved (November 2,767, overserving by 17%, December 2,769, overserving by 14%). In addition, as many of you will recall, I received notification from Texas Health and Human Services on March 24, 2025, that the Texas Health and Human Services grants related to the Coronavirus Preparedness and Response Supplemental Appropriations Act and the American Rescue Plan Act of 2021 (H.R. 1319) funding ended immediately. This funding, although provided during the pandemic, was further provided to prevent waitlists. Because of the loss of funding and the Center consistently overserving, the Center made the decision to enact a wait list on December 8, 2025.

- For Adults, in December 2025, 38 adults were added to the waitlist.
- For Children and Adolescents 1 child was added to the waitlist.
- For Adults, in January 2026, 20 adults were added, and 4 adults were also removed.
- For Children and Adolescent's in January 2026, 2 children were added to the waitlist.
- The total waitlist for Adults, Children and Adolescent's as of January 21, 2026, is 57.
- Thank you to Michelle Conrad, Margie Janik, and the Fiscal team for their hard work in the preparation for the annual fiscal audit.
- Thank you, Taylor Warren, for getting the Board gifts and coordinating the retreat! The Board Retreat will be rescheduled to Monday, March 30, 2026, due to the inclement weather.
- Thank you, Taylor Warren, Michelle Conrad, Randi Silar, Tien Duong, and Alex Wright and the Maintenance team for their hard work getting the boardroom ready!
- The Holiday Helping Hands program was a great success; gifts were provided to 280 children and adults. Thank you to Randi Silar, Tien Duong, Natalie Galvan, and Ronnie Randles for the coordination of this tremendous event.
- Crisis Residential Unit (CRU) - status update
  - September 2025 – 9
  - October 2025 – 8
  - November 2025 – 9
  - December 2025 – 5
  - January 2026 – effective 1/22/2026 – 4
  - The Crisis Residential Unit is continuously making changes to the admission criteria, and we are hopeful that the census will improve.
- The Center received a FLOW grant which provides support for mental health counseling for unfunded or under-insured residents in Denton County
  - Amount Awarded: \$10,000
  - Funds will be used to create a dedicated play therapy room with appropriate toys and equipment, allowing us to offer affordable play therapy to individuals who would otherwise not have access to this specialized service.
  - Funding will also support additional counseling sessions and help furnish the Center's counseling suite to create a more welcoming, therapeutic environment.
- Please be aware that the Center has received the Contract for Youth Crisis Outreach Teams (YCOT) funding. As discussed previously, funding is a unique opportunity for the Center to meet the unique needs of youth and adolescents with developmentally appropriate interventions by qualified professionals. This funding and contract are expected to be received between March 2026 - May 2026. The expected funding is \$1,382,248, on a bi-annual basis. The Center will begin hiring staff and start the new program early spring 2026.
- The Center was chosen to be included in the upcoming expansion of the Outpatient Biopsychosocial (OBI) Program, this program provides assistance to individuals with developmental disabilities that are dually diagnosed with mental health issues. The total grant funding is \$200,000. This program is set to go live in Denton County in FY 2027.
- Local community partners provide funding to ensure that individuals receiving services through the Center will have the continuity to care needed to access Center services.
  - November 10, 2025, the Denton Benefit League granted Denton County MHMR Center \$10,330 to support transportation needs via bus passes and hotel vouchers, which provide respite for eligible individuals served through the Center.

- November 18, 2025, Grande Cares awarded the Center \$2,200 to provide gifts for our Holiday Helping Hands Program, ensuring that children and adults receiving services through the Center have gifts to open for the holidays.
- November 18, 2025, the City of Highland Village granted the Center's Local Outreach to Suicide Survivors (LOSS) Program \$3,484 for continued education and outreach efforts.
- The Henry Foundation donated \$5,000 for bus passes.
- The City of Denton Block grant was awarded for the partial salary of the Local Outreach to Suicide Survivors (LOSS) Coordinator, \$55,000.
- The City of Lewisville awarded the Center a grant of \$14,000 for counseling Lewisville residents.
- Update regarding the Housing and Urban Development (HUD) Connections program. HUD proposed a Continuum of Care change for the housing programs in Denton County.
  - In late November 2025, the Housing and Urban Development (HUD) proposed a Continuum of Care change for the housing programs in Denton County, with the Centers Connections, Permanent Supportive Housing among the programs affected. Previously funded HUD housing programs in Denton County were told to anticipate a substantial reduction of grant funding and that a restructuring of currently established projects refocus on either Transitional Housing or Supportive Services Only. The restructuring of the HUD program entailed; prescribed, formatted programs as a requirement. In addition, the proposal would have put a limit on the amount of time an individual could utilize the HUD, Connections program and would have required individuals enrolled in the Connections program to pay for 30% of their rent. This would have been an incredible strain on the individuals enrolled in the program, as 27 out of 60 of our individuals served do not have any reportable income due to their disability. The restructuring would also have required those enrolled in the Connections program to participate in 40 hours a week of case management or adjacent services. The Center does not have the staff to provide the mandated services.
  - While Transitional Housing and Supportive Services Only (SSO) structured projects can be very helpful, the supportive programs for communities experiencing high volumes of unhoused populations, this proposal would have greatly impacted our client housing stability for the most vulnerable disabled and/or elderly participants in Denton County. 18 individuals in the program are over the age of 62 and all individuals enrolled have a disabling condition, and are not able to work, the inability to work would affect their ability to meet the new requirement of paying 30% of their housing cost. This restructuring of the program will put all individuals and families currently enrolled in Denton County housing programs at risk of losing their current housing and the majority would have no choice but to return to literal homelessness. If the proposed rules were to go into effect, the Center would potentially need to cut our population served in half, down from 60 enrolled participants to 30.
  - The good news!! On January 8th, 2026, the Housing and Urban Development (HUD) revised the proposal. The proposed CoC funding reversal is due to a federal lawsuit that was filed and upheld by the U.S. District Court for the District of Rhode Island.
  - As of January 8, 2026, HUD removed all previously proposed (November 2025) Federal HUD project changes for the Texas Balance of State Continuum of Care grant competition. This implies that all Denton County housing programs funded by HUD can continue uninterrupted without loss of enrolled participants or alter their pre-established housing structure formats at this time.

- Furthermore, the Center's Connections program is expected to request full program funding renewal for FY25 on/before February 9th, 2026, and will continue to house, support, and rehabilitate the maximum capacity of 60 total participants (57 individuals and 3 families). However, the Center does not know if or when the previously proposed change will occur. To date the Center has not received information that the proposed changes for our programs will be reinstated.
- Thank you, Taylor Warren, for all our assistance and help.
- 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. – Dianne Hickey, Board of Trustees Chair**

- Dianne Hickey thanked the Board of Trustees for attending the Board of Trustees meeting and apologized for not being present in person.
- Dianne Hickey stated that she is proud of our Board, and that we have a lot of work ahead of us for 2026. We are thrilled to have our new board members, Brooke Hambrick and Dawn Waye.
- Dianne Hickey stated that the Board Committee reappointments will be added to the February 2026 Board of Trustees meeting agenda.
- Dianne Hickey wishes everyone a very happy and healthy 2026.
- Kelly Sayre, Vice-Chairman, thanked the presenters, staff, and leadership team.
- Kelly Sayre, Vice-Chairman, welcomed new members, Brooke Hambrick and Dawn Waye.

**VI. New Business** – Next Board meeting will be held at the Administrative Building, 1614 Scripture Street, Denton, Texas 76201, on Thursday, February 26, 2026.

**VII. Adjourned** – The Board of Trustees adjourned at 2:27 p.m.



*Respectfully Submitted*

Taylor Warren, Executive Assistant  
Denton County MHMR Center  
My Health, My Resources



*Approved*  
Kelly Sayre, Board of Trustees Vice-Chairman  
Denton County MHMR Center  
My Health, My Resources