

**Board of Trustees Meeting Minutes**  
**Thursday, March 26, 2026**

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

**Trustees Excused Absence:** None

**Staff Present:** Michelle Conrad, Pam Gutierrez, Dallas Hamilton, Kayla Lusk, Jess Pham, Erin Posey, Morgan Quinnelly, 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.

**B. Welcome to Guests and Staff**

Dianne Hickey, Board of Trustees Chair, 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. Dianne Hickey welcomed guests and staff.

**C. Public Comments**

**D. Approval of the Regularly Scheduled Board of Trustees Meeting Minutes from February 26, 2026.**

The Board of Trustees reviewed the Minutes of the Regularly Scheduled Board of Trustees meeting, February 26, 2026.

**Board Action:** Kelly Sayre made a motion for the Board of Trustees to accept the Minutes of the Regularly Scheduled Board of Trustees meeting, February 26, 2026, as presented. Cynthia Jones, Ph.D., seconded the motion, which passed unanimously. Dawn Waye abstained due to not being present at the February 26, 2026, Board of Trustees meeting.

**E. Board Training/Staff Presentation – Youth Crisis Outreach Team (YCOT). – Dallas Hamilton, Chief Operations 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 Meeting*

#### **A. FY 2026 Period 6 (February) Financial Statements. – Dianne Hickey, Finance Committee Chair**

In February 2026, the Denton County MHMR Center reported a net profit of **\$277,223**, which was less than the board-approved budgeted profit of **\$520,321** for the month and reflecting continued financial stability.

For the fiscal year-to-date period of September 2025 through February 2026, the Center generated a cumulative net profit of **\$743,983**, compared to a board-approved budgeted profit of **\$111,472** for the same period. This represents a favorable variance to budget and stronger-than-anticipated financial performance.

**Board Action:** Dianney Hickey made a motion for the Board of Trustees to approve the Financial Statements for the period ending in February 2026, which passed unanimously. A “second” was not required since the primary motion was made by the Finance Committee.

### *Personnel Committee Meeting*

#### **B. Review and Approval of Board of Trustees Bylaws. – Linda Holloway, Ph.D., Personnel Committee Chair**

**Board Action:** Linda Holloway, Ph.D., made a motion for the Board of Trustees to approve the Board of Trustees Bylaws with the following revisions, which passed unanimously.

- Grammatical and verbiage changes throughout the Board of Trustees Bylaws to ensure accuracy, consistency, and clarity.
- Added:
  - Section III.A – The Center will provide services for any individuals in a psychiatric crisis and continue services until the crisis is ameliorated.
  - Section III.C. – In addition, the Sheriff or designee will be appointed by the Sheriff to serve on the board. Further, a Veteran will be a member of the board, the board will appoint a Veteran at a regular board of trustees meeting.

- Section III.E. – SB 1580 of the 89<sup>th</sup> Legislative Session required that the governing body of the Local Mental Health Authority (LMHA) include a Veteran that is selected by a majority of the governing body’s member to serve on the board.
- Section III.E.2.c. – If a Commissioner or the Judge of Denton County determines that the board member will not be re-appointed, the respective Commissioner or Judge will advise the board member and the Executive Director of the Center of this decision. Advising the Executive Director of the date the board members appointment will end.
- Section III.E.7 – The board has adopted the Office of Inspector General, U.S., Department of Health and Human Services. (Attachment C).
- Section III.E.8 – Affidavit of a board member – reviewed and signed annually. (Attachment D).
- Section III.E.9.c – The Executive Assistant is designated and responsible for the provision to each appropriate department and each local agency that appoints the board member a copy of the approved minutes on behalf of the board.
- Section III.E.11.a. – The Board Bylaws allow for a board member to vote while participating in the board meeting on zoom.
- Section VI.C.5. – Audit – On an annual basis the Center will enter into an agreement with Financial Compliance Audit firm. The final audit is presented to the board of trustees on an annual basis, usually in January of a given year and then the final audit is sent to the Judge of Denton County and the County Commissioners, and additional governing agencies.
- Removed:
  - Section IV.B. – The meeting is supplemental to the usual line of communication process of direct communication between supervisor and supervise through memorandum and face-to-face discussion.

A “second” was not required since the primary motion was made by the Personnel Committee.

**C. Review and Approval of Revised Organization 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 Organization Chart, which passed unanimously. A “second” was not required since the primary motion was made by the Personnel Committee.

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

**Outpatient Biopsychosocial Intervention (OBI) Positions:**

- (2) Outpatient Biopsychosocial Intervention (OBI) Collaborative Care Case Manager – FTE 1.0 – \$24.00/hr.
- Outpatient Biopsychosocial Intervention (OBI) Lead – FTE 1.0 – \$27.00/hr.
- Outpatient Biopsychosocial Intervention (OBI) Program Manager of Intellectual and Developmental Disabilities (IDD) Crisis Services – FTE 1.0 – \$34.00/hr.

**Assisted Outpatient Treatment (AOT) Position:**

- Assisted Outpatient Treatment (AOT) Data Evaluator – FTE 0.5 – \$31.00 to \$33.65/hr.

**Board Action:** Linda Holloway, Ph.D., made a motion for the Board of Trustees to approve the New Positions: (2) Outpatient Biopsychosocial Intervention (OBI) Collaborative Care Case Manager, Outpatient Biopsychosocial Intervention (OBI) Lead, Outpatient Biopsychosocial Intervention (OBI) Program Manager of Intellectual and Developmental Disabilities (IDD) Crisis Services, and Assisted Outpatient Treatment (AOT) Data Evaluator, which passed unanimously. A “second” was not required since the primary motion was made by the Personnel Committee.

**III. Discussion of Crisis Residential Unit (CRU) Future Funding and Operations. – Pam Gutierrez, Executive Director**

**Board Action:** Discussion Item Only

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).

*Convened in Executive Session at 2:28 p.m.*

**IV. Executive Session – Personnel (g) – Executive Director’s Performance Evaluation.**

*Convened back in Open Session following Executive Session at 3:22 p.m.*

**V. Board Action – Executive Session – Personnel (g) – Executive Director’s Performance Evaluation. – *Dianne Hickey, Board of Trustees Chair***

**Board Action:** Linda Holloway, Ph.D., made a motion for the Board of Trustees to accept the written Executive Director’s Performance Evaluation, as presented with updated ratings, to include the additional Board of Trustee evaluations. Brooke Hambrick seconded the motion, which passed unanimously. Isabel Hernandez, Cynthia Jones, Ph.D., and Ron Marchant were not present for the vote.

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

**Board Action:** Discussion Item Only

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

- The HCS Wait list currently has 3412 individuals waiting for services.
- The IDD General Revenue Wait list currently has 295 waiting for services.
- Mental Health Adult Services have a wait list 199.
- Mental Health Child and Adolescent Services have a wait list 9.
- The Center had a HHSC audit, which is a comprehensive audit of all Center Programs, including the Crisis Residential Unit (CRU). The Center received the following citations, Recovery Plans, Pre-admission Screening and Resident Review (PASRR), services for individuals with mental health and developmental disabilities that are placed in nursing homes. The staff providing PASRR services did not provide the required PASRR services. The manager had been providing supervision, and the formal disciplinary process was initiated. Lastly the Crisis Residential Unit (CRU) was cited for not having a break away seal for the over-the-counter medication box. This was corrected during visit.
- On September 18, 2026, the Center will have the Law Enforcement and Judicial Summit at the Embassy Suites. I would love for each of you to attend. Invitations will be sent out soon.
- Board Retreat will be at 1614 Scripture, from 8:30am to 4:30, breakfast and lunch will be provided. The Center will have a van to transport to all Center locations.
- May is Mental Health Month, and the Mental Health Proclamation will be on May 5<sup>th</sup> at the County Courthouse at 9:00am. We would love for all of you be to be there with us.
- The Annual LOSS Event will be held on May 16, 2026, at Harvest House, Denton, Texas, 12:00pm to 8:00pm. Please come out and support the incredible LOSS Team!
- The County Contract was submitted on March 24, 2026.
- Scheduled meetings with County Commissioners to review the Center’s Financial status, needs, and requests that will be included in the submission of the County Contract.
- Met with Senator Hagenbuch and Senator Parker to discuss and request funding for the next Legislative Session.
- Scheduled meeting with Representative Mitch Little in the District in April 2026.

- Coordinated letters and requests from all Mayors in Denton County. Letters will be sent out the first week in April.
- Scheduling appointment for April 2026 with all State Representatives.
- Thank you to Taylor for always helping me!
- Thank you to the staff, Leadership, and chiefs for all your hard work.
- Thank you to the Board for all your support and leadership.

**VIII. Chair Comments. – Dianne Hickey, Board of Trustees Chair**

- The April Board of Trustees meeting has been rescheduled to Monday, April 27, 2026.
- The Board of Trustees Annual Retreat/Training is scheduled for Friday, April 17, 2026.

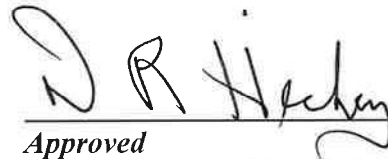
**IX. New Business** – Next Board meeting will be held at the Administrative Building, 1614 Scripture Street, Denton, Texas 76201, on Monday April 27, 2026.

**X. Adjourned** – The Board of Trustees adjourned at 3:34 p.m.



---

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



---

*Approved*  
Dianne Hickey, Board of Trustees Chair  
Denton County MHMR Center  
My Health, My Resources