

HOUSTON RECOVERY CENTER LGC

MEETING OF BOARD OF DIRECTORS MINUTES

December 13, 2012

The undersigned, being the duly appointed Acting Secretary of Houston Recovery Center LGC (the "Corporation"), hereby certifies that the following are true and correct Minutes of the December 13, 2012, meeting of the Board of Directors (the "Board") of the Corporation.

A. In a manner permitted by the Corporation's Bylaws, the meeting was called by providing all Directors with notice of the date, time, place, and purposes of the meeting more than three days before the date of the meeting.

B. In accordance with Chapter 551, Texas Government Code, which Chapter is made applicable to the Corporation by Section 431.004, Texas Transportation Code, a notice of the meeting was duly filed on December 10, 2012, in the same manner and location as required by law of the City of Houston, Texas (the "City").

C. The meeting was called to order by Kay Austin, Chairman of the Board, at 1:00 p.m. on Thursday, December 13, 2012, in the City Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002. Ms. Austin appointed Carolyn Lacye as Acting Secretary for the meeting. Ms. Austin called the roll. The following Directors were present:

Kay Austin; Arlo Weltge, MD; and Elizabeth T. Nunnally.

The following Directors were absent:

Deborah Duncan; David S. Buck, MD; David E. Persse, MD (ex-officio); Stephen L. Williams (ex-officio); and Timothy N. Oettmeier (ex-officio).

Also present were Tom Allen and Ursula Williams, legal counsel for the Corporation. Ms. Austin announced that a quorum of the Directors was present.

Dr. Buck joined the meeting at approximately 1:04 p.m.

D. Ms. Austin noted that a draft of the Minutes of the Corporation's meeting of December 6, 2012, had been distributed to the Board. A motion was made by Dr. Weltge and seconded by Ms. Nunnally to approve the Minutes. The motion passed unanimously.

E. Ms. Austin opened the meeting to members of the public who wished to address the Board. There was no response from the persons present.

F. Ms. Nunnally reported on the meeting with Leonard Kincaid regarding the possibility of his employment by the Corporation as Director of Operations of the Sobering Center.

Dr. Persse joined the meeting at approximately 1:07 p.m.

Ms. Nunnally moved that the Corporation extend an offer of employment to Mr. Kincaid. Dr. Weltge seconded the motion. After discussion, Ms. Nunnally revised the motion to read as follows:

I move that the Corporation extend to Mr. Leonard Kincaid an offer of employment as Director of Operations of the Houston Center for Sobriety, the terms of the offer being as follows: (1) Full-time, at-will employment at an annual salary of \$115,000; (2) twelve paid sick days annually; (3) twenty-two paid vacation days annually; (4) an opportunity to participate in a group health insurance plan, the specifics of which will be determined at a later date; and (5) payment by the Corporation of Mr. Kincaid's COBRA premiums to maintain his current health insurance until (a) the date on which the Corporation's group health insurance policy is in effect OR (b) ten months after Mr. Kincaid begins his employment with the Corporation, whichever comes first.

Dr. Weltge seconded the motion as revised. The motion passed unanimously.

G. Tom Davis (Executive Staff Analyst for the City) advised the Board regarding the selection and installation of communications equipment for the Sobering Center. Mr. Davis referred to a two-page handout distributed to the Board before the meeting; a copy of the handout is attached to these Minutes as Exhibit "A." Mr. Davis stated that City staff recommends that the Corporation authorize the acquisition of the "ShoreTel" telephone system (described in the handout) and the installation of the said system on the first floor of the Sobering Center. Dr. Weltge moved that the Board authorize the said acquisition and installation. Ms. Nunnally seconded Dr. Weltge's motion. During the discussion that followed, Mr. Davis stated his intention to obtain approval of the system from the newly hired Director of Operations. Also, Dr. Weltge stated his understanding that the pending motion was "enabling" and that the Board will be able to revisit the subject if the system proves to be undesirable. After further discussion, the motion passed unanimously.

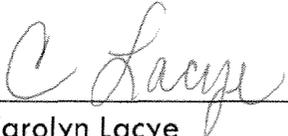
H. Ms. Austin advised the Board that Ms. Duncan will work with the Mayor's office to coordinate media relations for the opening of the Sobering Center.

I. The Board agreed to meet at 1:00 PM on Thursday, December 20, 2012.

There being no announcements and no further business, the meeting ADJOURNED at approximately 1:45 p.m.

HOUSTON RECOVERY CENTER LGC

By:



Carolyn Lacye
Acting Secretary

PROPOSED MOTION Authorize the acquisition of the ShoreTel Telephone system for installation on the first floor of the Houston Center for Sobriety's (HCS) facility.

DESCRIPTION The ShoreTel SBE Solution IP phones (also known as VoIP phones) will provide telephone service to 20 stations for the staff of the LGC that occupies the first floor of the HCS. The system will also provide the internet connectivity for each station that has a personal computer as well as that computers connectivity with other computers on an intranet network within the building. Included is the installation and first year's maintenance.

DISCUSSION The City's IT Department evaluated two independent systems and prepared cost estimates for both. The other system evaluated is a different technology and requires a separate internet service to each station. Given the ease of maintenance of the ShoreTel system and newer but proven technology the recommendation is that the Board select the ShoreTel system. Specific equipment and locations of services will be finalized with the Operations Manager when s/he is available.

After the first years maintenance by the ShoreTel system vendor the LGC will determine how best to maintain the system.

REQUEST The ShoreTel services do not include the desktop computers or software.

Estimated First Year Equipment Cost	\$14,500
Estimated First Year Circuit Cost	<u>7,200</u>
Total Estimated Cost	\$21,700

These costs are estimates only. The Board is asked to approve the expenditure of funds within the general framework of the attached IT Department estimate and not exceed the available.

EXHIBIT A

Comparison cost estimates for telephone, intranet and internet services for the 1st floor

12/12/2012

Houston Sobering Center Network & Telephone System Summary

ShoreTel Solution	Initial Equip Cost	Annual Recurring Equip Cost	Circuit Type	Initial Circuit Cost	Monthly Recurring Circuit Cost	Annual Recurring Circuit Cost	Total Annual Recurring Cost	Initial Managing & Support Group	Long-Term Managing & Support Group
ShoreTel	\$14,493.00	\$1,343.00	PRI	\$7,190.68	\$486.20	\$5,834.40	\$7,176.40	SOH/Vendor	SOH/Vendor
Total Solution Cost	\$14,493.00								
Norstar Solution	Initial Equip Cost	Annual Recurring Equip Cost	Circuit Type	Initial Circuit Cost	Monthly Recurring Circuit Cost	Annual Recurring Circuit Cost	Annual Recurring Cost	Initial Managing & Support Group	Long-Term Managing & Support Group
Norstar	\$4,593.22	\$3,000.00	PRI	\$7,190.68	\$486.20	\$5,834.40	\$8,834.40	HITS	HITS
Cisco 2911 24 Port Switch	\$3,776.18	\$0.00					\$0.00	HITS	HITS
Total Solution Cost (Phone & Switch)	\$8,369.40								

HOUSTON RECOVERY CENTER LGC

MEETING OF BOARD OF DIRECTORS MINUTES

December 6, 2012

The undersigned, being the duly appointed Acting Secretary of Houston Recovery Center LGC (the "Corporation"), hereby certifies that the following are true and correct Minutes of the December 6, 2012, meeting of the Board of Directors (the "Board") of the Corporation.

A. In a manner permitted by the Corporation's Bylaws, the meeting was called by providing all Directors with notice of the date, time, place, and purposes of the meeting more than three days before the date of the meeting.

B. In accordance with Chapter 551, Texas Government Code, which Chapter is made applicable to the Corporation by Section 431.004, Texas Transportation Code, a notice of the meeting was duly filed on December 3, 2012, in the same manner and location as required by law of the City of Houston, Texas (the "City").

C. The meeting was called to order by Kay Austin, Chairman of the Board, at approximately 1:05 p.m. on Thursday, December 6, 2012, in the City Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002. Ms. Austin appointed Carolyn Lacye as Acting Secretary for the meeting. Ms. Austin called the roll. The following Directors were present:

Kay Austin; Arlo Weltge, MD; Deborah Duncan; David S. Buck, MD; Elizabeth T. Nunnally; Stephen L. Williams (ex-officio); and David E. Perse, MD (ex-officio).

The following Directors were absent:

Timothy N. Oettmeier (ex-officio).

Also present were Tom Allen and Ursula Williams, legal counsel for the Corporation. Ms. Austin announced that a quorum of the Directors was present.

D. Ms. Austin noted that a draft of the Minutes of the Corporation's meeting of November 15, 2012, had been distributed to the Board. A motion was made by Dr. Weltge and seconded by Ms. Nunnally to approve the Minutes. The motion passed unanimously.