

HOUSTON RECOVERY CENTER LGC

MEETING OF BOARD OF DIRECTORS MINUTES

March 21 , 2013

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 March 21, 2013, 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 March 18, 2013, 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 1:10 p.m. on Thursday, March 21, 2013, in the City Council Annex Chambers, (900 Bagby), 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; David S. Buck, MD; Elizabeth T. Nunnally;
David E. Persse, MD (ex-officio); Timothy N. Oettmeier (ex-officio).

Ms. Ursula Williams was also present.

The following Directors were absent:

Deborah Duncan; Stephen L. Williams (ex-officio).

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 March 7, 2013 had been distributed to the Board. A motion was made by Dr. Weltge and seconded by Dr. Buck 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. Austin called for a discussion of the appointment of and responsibilities for the position of treasurer of the Corporation. She introduced Ms. Kathy Ploch who is a CPA with Harper & Pearson Company, P.C. Ms. Ploch has extensive experience working with non profits. A discussion ensued regarding the role of the treasurer. Ms. Williams advised the Board of a prior action which authorized the treasurer of the Corporation to have signature authority on the Corporations checks. Dr. Weltge made a motion to appoint Ms. Nunnally to serve as Treasurer for a one year term, with optional renewals and to appoint Ms Ploch to serve as the Corporation's Financial Advisor. The motion was seconded by Dr. Buck and it passed unanimously. Ms. Ploch will provide financial reports at the Board of Director meetings. Ms. Williams noted that Ms. Nunnally currently has signature authority for banking transactions.

G. Mr. Kincaid presented the Director of Operations report at the request of Ms. Austin. Procurement of the appropriate insurance for employees continues to be among his highest priorities. Staff has completed extensive training and will begin operating once insurance coverage is obtained. The Financial Policy & Procedures manual is being developed with input from Ms. Ploch. The budget is in draft form and will be presented for consideration at the next board meeting.

H. Mr. Austin recognized Ms. Williams for a discussion regarding EMT supervision. Ms. Williams briefed the board on her research of the Emergency Health Care Act (Health and Safety Code, Chapter 773) Emergency Medical Services Act (Texas Administrative Code, Chapter 157) and the Medical Practice Act (Texas Administrative Code, Chapter 197, Section 197.2(2)). Her research concluded that there is discretion in this area. While there is no legal requirement regarding medical supervision she suggested the board may want to consider consulting with a physician to assist in developing written protocols for use by the EMT staff. At Ms. Austin's request Dr. Weltge, Dr. Buck and Dr. Persse agreed to assist Mr. Kincaid in developing the appropriate entry screening guidelines.

I. The discussion and consideration of the proposed budget for the Sobering Center was deferred to the April 4, 2013 meeting.

There being no further business, the meeting ADJOURNED at approximately 1:35 p.m.

HOUSTON RECOVERY CENTER LGC

By:

C Lacye

Carolyn Lacye
Acting Secretary