

# HOUSTON RECOVERY CENTER LGC

## MEETING OF BOARD OF DIRECTORS MINUTES

February 7, 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 February 7, 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 February 4, 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 Arlo Weltge, MD, Acting Chairman of the Board, at approximately 1:10 p.m. on Thursday, February 2, 2013, in the City Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002. Dr. Weltge appointed Carolyn Lacye as Acting Secretary for the meeting. Dr. Weltge called the roll. The following Directors were present:

Arlo Weltge, MD; Deborah Duncan; Elizabeth T. Nunnally; and Timothy N. Oettmeier (ex-officio); David E. Persse, MD (ex-officio).

The following Directors were absent:

Kay Austin; David S. Buck, MD; Stephen L. Williams (ex-officio).

Dr. Weltge announced that a quorum of the Directors was present.

D. Dr. Weltge noted that a draft of the Minutes of the Corporation's meeting of January 24, 2013 had been distributed to the Board. The Minutes were approved unanimously by consensus of the board.

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

F. Dr. Weltge called for a discussion of the interlocal agreement between the City of Houston and the Houston Recover Center LGC. A motion was made by Ms. Nunnally and seconded by Ms. Duncan to approve the interlocal agreement. The motion passed unanimously.

G. At Dr. Weltge's request, Mr. Kincaid updated the board on matters related to hiring a company to provide employee benefit services. After consulting with ADP Mr. Kincaid advised the board he has entered into a contract with them. ADP will provide a package of benefits to include health benefits, workers compensation and payroll services. The contract should be finalized by the end of the February. He will continue to keep the board president informed throughout the process.

H. Dr. Weltge asked Mr. Kincaid to report on matters related to operations of the Sobering Center. Mr. Kincaid briefed the board on construction matters, a request for sidewalks and staff hiring. He asked the board for assistance in filling EMT positions and Dr. Persse and Dr. Weltge agreed to help. Development of the policy and procedures manual continues. An Accountant/HR Specialist to assist with new employee orientation and work with ADP will begin working next week.

I. Dr. Weltge began a discussion regarding financial oversight for the Sobering Center and he asked Mr. Kincaid for input. Mr. Kincaid suggested the board identify someone with CPA experience to provide financial management oversight. He wants to ensure the Sobering Center remains in compliance with standard accounting practices and all financial policies and procedures. Mr. Kincaid will forward a description of the position to the Directors. This matter will be posted on the agenda for the February 21, 2013 meeting.

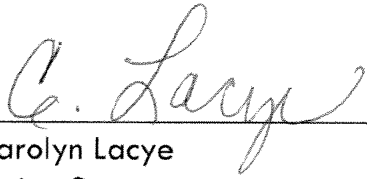
J. Mr. Icken arrived at approximately 1:35pm.

J. Dr. Weltge introduced a discussion regarding a ribbon cutting ceremony and public announcement for the Sobering Center. Ms. Duncan and Mr. Icken will continue working with the Mayor's Communication Office to ensure the public receives detailed information on how the Sobering Center will operate and that it exist to save lives and save money.

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

HOUSTON RECOVERY CENTER LGC

By:



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Carolyn Lacye  
Acting Secretary