

# HOUSTON RECOVERY CENTER LGC

## MEETING OF BOARD OF DIRECTORS MINUTES

November 1 , 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 November 1, 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 October 29, 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 1:10 p.m. on Thursday, November 1, 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; David S. Buck, MD; Elizabeth T. Nunnally; and Stephen L. Williams (ex-officio).

The following Directors were absent:

Deborah Duncan; David E. Persse, MD (ex-officio); Timothy N. Oettmeier (ex-officio).

Ms. Austin announced that a quorum of the Directors was present. Chief Oettmeier arrived at approximately 1:20pm.

D. Ms. Austin noted that a draft of the Minutes of the Corporation's meeting of October 18, 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. The Board discussed matters related to the recruitment of an Operations Manager for the Sobering Center, including the posting of the position in various media outlets. Attorney Ursula Williams advised she is drafting an employment contract for the Board's consideration. Attorney Tom Allen recommended that candidates complete an application to be submitted along with their resumes. Mr. Williams and Ms. Nunnally agreed to use the forms of the City and Star of Hope as guides to develop an application appropriate for the Sobering Center. Resumes and applications will be submitted to Mr. Williams, whose staff will conduct an initial screening and forward the results to Ms. Nunnally and Ms. Austin. Interviews will be conducted with two Board members at a time. Mr. Allen reminded the Directors that any resulting recommendations must be considered by the Board at a public meeting.

G. At Ms. Austin's request, Dr. Weltge discussed some of the near-term requirements to open the Sobering Center before the end of 2012. Dr. Weltge stated that the Board should establish policies for the Center's operation, which policies should address client entry, operations, and exit strategy. A draft budget (dated January 2012) was distributed to the Board.

H. The Board discussed the subject of guidelines for admitting clients to the Sobering Center. On motion by Dr. Weltge and seconded by Dr. Buck, the Board unanimously agreed to establish a policy for screening potential clients prior to their admission to the Center, which policy will be crafted to afford clients the privacy protections of the federal Health Insurance Portability and Accountability Act ("HIPAA") to the extent possible under the circumstances. In addition, the sentiment of the Directors present was that the Board should establish minimum qualifications for screening personnel and supervisors as promptly as possible.

I. Mr. Allen advised the Board regarding temporary procedures for the City's funding of the operations of the Corporation. He stated that in the near term the Corporation may present invoices to the Houston Police Department ("HPD") for payment but that the Board will need to prepare a budget. Chief Oettmeier provided further information regarding the procedures. Dr. Weltge expressed concern that development of a budget may slow down the opening of the Sobering Center. Ms. Austin recognized Andy Icken, Chief Development Officer for the City, who stated that the interim procedures for payment of the Corporation's expenses should be adequate and that development of a budget need not delay the opening of the Center. On motion by Dr. Weltge, seconded Ms. Nunnally, the Board unanimously agreed that the Operations Committee of the Board should develop a draft budget for the Corporation and present the said budget at the Board's next meeting.

J. Chief Oettmeier stated that HPD will provide security for the Sobering Center.

K. After discussion, Dr. Weltge moved to authorize the Board's Chairman to name and to substitute Directors to serve on the Operations Committee on an as-needed basis. Dr. Buck seconded the motion, which passed unanimously.

L. Ms. Austin announced she will not be available to attend the Board's meeting on November 15, 2012, and asked Dr. Weltge to Chair the meeting in her absence. Dr. Weltge agreed. The Board agreed to schedule a meeting for November 29, 2012, and to cancel the November 15 meeting if it proves to be unnecessary.

There being no further business, the meeting ADJOURNED at approximately 2:15 p.m.

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By:

  
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Carolyn Lacye  
Acting Secretary