

HOUSTON RECOVERY CENTER LGC

MEETING OF BOARD OF DIRECTORS MINUTES

September 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 organizational 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 August 31, 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 1:15p.m. on Thursday, September 6, 2012, in the City Council Annex Chambers, Hall, 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; Deborah Duncan; Arlo Weltge, MD; David S. Buck, MD; Elizabeth, T. Nunnally; Timothy N. Oettmeier, Executive Assistant Chief, Houston Police Department (ex-officio); and David E. Persse, MD, Director, Emergency Medical Services, City of Houston (ex-officio).

The following Director was absent:

Stephen L. Williams, Director, Health and Human Services Department, City of Houston (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 July 9, 2012, 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 introduced Celina Garza Ridge, Assistant Director of the City of Houston's Health and Human Services Department. Ms. Ridge briefed the Board on the City's plans for participation in the Section 1115 waiver program, including a potential role for the Corporation, and she responded to questions from the Board.

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

G. Ms. Austin introduced Lieutenant Mike Lee of the Houston Police Department. Lt. Lee addressed the Board regarding the conceptual framework for the operation of the Sobering Center and related matters. Lt. Lee responded to questions and comments from the Board.

H. At Ms. Austin's request, Ms. Duncan and Ms. Nunnally reported on plans for the Corporation's recruitment of an Executive Director ("ED") and distributed a draft job description. After discussion, the Board agreed that the Corporation should plan to hire a "Manager" to handle day-to-day operations at the Sobering Center, to defer the hiring of an ED, but to continue development of a job description and other recruitment efforts for an ED.

I. Dr. Weltge moved that the Board refer the draft job description back to Ms. Duncan and Ms. Nunnally for revision; that the Directors receive a copy of the revised description in advance of the next meeting of the Board; that the Directors convey to Tom Allen, a First Assistant City Attorney providing legal services to the Corporation, any comments or concerns regarding the revised draft; and that Mr. Allen compile the said comments and concerns for distribution to the Board, all with the goal of approving a job description for Manager of the Sobering Center at the next meeting. Chief Oettmeier suggested that Dr. Weltge's motion be supplemented to add the Board's approval of a process for hiring the Manager as a goal for the Board's next meeting, and Chief Oettmeier offered to consult with Ms. Duncan and Ms. Nunnally on the development of the said process. Dr. Weltge accepted Chief Oettmeier's suggestion as a "friendly amendment" to his motion. Ms. Nunnally seconded Dr. Weltge's motion as revised, and the motion passed unanimously.

J. Dr. Buck recommended that the Corporation consider adoption of a policy addressing conflicts of interest, which policy could affect procedures for hiring staff. The Board agreed to place the topic on the agenda for a future meeting.

K. The Board briefly discussed the need for liability insurance for the Directors. The Board agreed to place the topic on the agenda for a future meeting.

L. At Ms. Austin's request, Mr. Allen reported on the Corporation's pending request for proposals for a banking services contract and on the need to procure health insurance and

other benefits for new hires of the Corporation. The Board asked that Mr. Allen and Ursula Williams, an attorney with HPD Legal Services, continue researching the availability of group health insurance and other benefits for employees of the Corporation and report the results of their findings at a future meeting.

M. Ms. Austin recognized Dr. Weltge, who discussed the advisability of forming a nonprofit entity to facilitate charitable support for the Corporation. After discussion, on motion by Dr. Weltge and seconded by Ms. Nunnally the Board requested that Mr. Allen and Ms. Williams explore the requirements for creating such an entity and report their findings to the Board. Mr. Allen stated that creating the entity may require legal assistance from a private law firm (on a *pro bono* basis, if available). The Board agreed to place the topic on the agenda for a future meeting.


N. Ms. Austin asked Dr. Weltge to discuss the community resources to be made available to inebriants upon departure from Sobering Center. Dr. Weltge opined regarding the importance of collaboration with the community, allowing representatives of other agencies to appear before the Board, and using a website, press releases, an open house for the Sobering Center, and other means of reaching out to the public. On motion by Mr. Weltge and seconded by Ms. Duncan, the Board voted unanimously to authorize Ms. Austin, in consultation with Mr. Allen and Ms. Williams, to engage communities of interest.

O. After discussion, the Board agreed to meet in two weeks to discuss the job description and the process for hiring the Sobering Center Manager. Dr. Weltge moved to continue meeting on the Board's current monthly schedule but to add meetings every other week, beginning on September 20, 2012. Ms. Duncan seconded the motion, which passed unanimously.

There being no further business, the meeting ADJOURNED at approximately 3:40 p.m.

HOUSTON RECOVERY CENTER LGC

By:



Carolyn Lacye
Acting Secretary

Houston Recovery Center LGC, Inc.

September 20, 2012

Public Speaker Sign In Sheet

NAME

Andy Ficken

PHONE

832-393-1064

EMAIL

andy.ficken@HoustonTX.com