

# HOUSTON RECOVERY CENTER LGC

## MEETING OF BOARD OF DIRECTORS MINUTES

May 16, 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 May 16, 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 May 13, 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 1:00p.m. on Thursday, May 16, 2013 in the Sobering Center Training Room (150 N. Chenevert), Houston, Texas 77002. Ms. Austin appointed Carolyn Lacy as Acting Secretary for the meeting. Ms. Austin called the roll. The following Directors were present:

Kay Austin; Deborah Duncan; David S. Buck, MD; Timothy Octavoier (ex-officio).

Ms. Austin announced that a quorum of the Directors was present.

Ms. Ursula Williams was also present.

The following Directors were absent:

Arlo Weltgo, MD; Elizabeth Nunnally; Andy Icken; (ex-officio); Mr. Stephen L. Williams; (ex-officio); David Persse, MD (ex-officio).

D. Ms. Austin noted that a draft of the Minutes of the Corporation's meeting of May 2, 2013 had been distributed to the Board. A motion was made by Dr. Buck and seconded by Ms. Duncan to approve the Minutes. The motion passed unanimously.

d. Ms. Austin recognized Mr. Joseph Fenninger, Deputy Director and Chief Financial Officer with HPD for a report regarding Sobering Center funding. Mr. Fenninger explained the financial transactions that occur in order to fund the HRC LGC. He explained the budget process and answered questions from the Directors. No action was taken.

e. At Ms. Austin's request the monthly financial report was presented by Ms. Ploch. The April 30, 2013 report was distributed. (Exhibit A) Due to the delay in receiving the bank statement the report was not reconciled with the banking statement. A question and answer session followed. No action was taken.

g. Ms. Austin recognized Mr. Kincaid to report on operations at the Sobering Center. The Sobering Center has been in operation for five weeks and there have been 116 actual client visits. HPD currently has three units that feed into the Sobering Center. Chief Oettmeier believes the client intake numbers will increase when the program goes city wide next month. Mr. Kincaid reported that clients are taking advantage of the referral support services. Ten hours is the average length of time a client stays at the Sobering Center. He is looking into the possibility of hiring a medical transport company to assist with emergency cases. There was discussion regarding the type of substances clients are using. Negotiations with a health care provider are continuing and he anticipates a contract will be finalized by the end of the month. A binding commitment for Professional Insurance and General Liability Insurance is in place and he expects to have the insurance policy documents within the next few weeks.

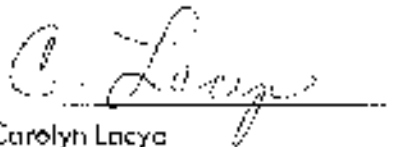
h. Ms. Austin opened the meeting for a discussion of potential agenda items for the next board meeting. The issues raised at the May 2, 2013 meeting by Dr. Weltge will be discussed at the next board meeting. She asked the Directors to communicate with her if they are aware of issues the Board may want to consider.

i. Ms. Austin called for discussion of future meeting dates. After a discussion she asked Ms. Larye to poll the Directors to see if they were available to meet on the 4<sup>th</sup> Thursday of each month. The 4<sup>th</sup> Thursday would allow Ms. Ploch time to receive the financial statement from the bank and to prepare and distribute the monthly financial report prior to the meeting. No action was taken and more discussion will follow at the next board meeting.

There being no further business, the meeting ADJOURNED at approximately 1:50p.m.

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By:

A handwritten signature in cursive script, appearing to read "C. Lacy", is written over a horizontal line.

Carolyn Lacy  
Acting Secretary