

Notice of Meeting of
HOUSTON RECOVERY CENTER LGC
1:00 p.m., January 9, 2013
150 N. Chenevert (2nd Floor)
Houston, Texas 77002

NOTICE IS HEREBY GIVEN to all interested persons that the Board of Directors of HOUSTON RECOVERY CENTER LGC (the "Corporation") will meet on the date and at the time and place stated above. The Board will consider, discuss, and take such actions as may be necessary, convenient, or desirable with respect to the following matters:

I. Call to Order (Director Kay Austin.)

II. Appointment of Acting Secretary for meeting; roll call; confirmation of presence of quorum (Kay Austin).

III. Reading of the draft Minutes of previous meeting (December 5, 2013); consideration of proposed corrections, if any; approval of Minutes.

IV. Opportunity for Public Comment. (See "Notice Regarding Public Comment" below).

V. Monthly Financial Report (Kathy Ploch).

VI. Report from Director of Operations (Leonard Kincaid).

VII. Presentation on Financial Policy for the Board (Ursula Williams)

VIII. Discussion:

- a.) Organizational development for HRC:
 - 1. Resources in the community for referral and support of clients
 - 2.) Fund-raising and development
- d.) Planning and Development
- e.) Referral Issues - Detox

IX. Plans for service expansion.

X. Discussion of agenda items for the next Board meeting.

Announcements.

Adjournment.

– NOTICE REGARDING SPECIAL NEEDS –

Persons requiring accommodations for special needs may contact Ashley Ochoa (713-236-7801) to arrange for assistance.

– NOTICE REGARDING PUBLIC COMMENT –

Action may be taken on any or all of the above items. Members of the public may address the Board during the "Public Comment" segment of the meeting. At least ten minutes before the meeting is called to order, each speaker should sign the Public Comment Sheet available in the meeting room. Each speaker should limit his or her comments to three minutes. The presiding officer may limit both the number of speakers and the time allotted for each speaker. A speaker may address any subject relevant to the purpose of the Corporation; however, under Texas law the Board may not respond to or otherwise discuss a subject not listed on the Agenda set out above. (Exception: The Board may discuss a proposal to place a subject on the agenda for a future meeting.) A speaker who plans to submit a document for the Board's consideration should provide at least ten copies of the document, each marked with the speaker's name.

– NOTICE REGARDING CLOSED MEETINGS –

As authorized by Texas Government Code Chapter 551 (the "Open Meetings Act"), the presiding officer may announce that the Board will convene in a closed meeting; that is, in "a meeting to which the public does not have access," sometimes known as an "executive session." The presiding officer's announcement will identify the provision(s) of the Open Meetings Act under which the closed meeting will be held. Any final action by the Board on a matter deliberated in the closed meeting will be taken only in a meeting open to the public.

HOUSTON RECOVERY CENTER LGC

MEETING OF BOARD OF DIRECTORS MINUTES

January 9, 2014

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, January 9, 2014 meeting of the Board of Directors (the "Board") of the Corporation.

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.

In accordance with Chapter 551, Texas Government Code, which Chapter is made applicable to the Corporation by Section 431.004, Texas Transportation Code, and a notice of the meeting, was duly filed on January 6, 2014, in the same manner and location as required by law of the City of Houston, Texas (the "City").

- I. The meeting was called to order by Dr. Arlo Weltge, acting Chairman of the Board, at approximately 1:00 p.m. on Thursday, January 9, 2014, in the Sobering Center Training Room, (150 N. Chenevert), Houston, Texas 77002.
- II. Dr. Weltge appointed Ms. Ashley Ochoa as Acting Secretary for the meeting. Dr. Weltge called the roll. The following Directors were present:

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

Mr. Leonard Kincaid, Operations Director and Ms. Ursula Williams, Legal Counsel to the Board were also present.

The following Directors were absent:

- Kay Austin
- Andy Icken (ex-officio)
- Stephen Williams (ex-officio)

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

- III. Dr. Weltge noted that a draft of the Minutes of the Corporation's meeting of December 5, 2013 had been distributed to the Board. A motion was made by Dr. Buck to approve the Minutes and Minutes were adopted by unanimous consent.
- IV. Dr. Weltge opened the meeting to members of the public who wished to address the Board. There was no response from the persons present.
- V. Dr. Weltge recognized Ms. Nunnally to present the monthly financial report on behalf of Ms. Ploch, Certified Public Assistant. The December 31, 2013 report was distributed (Exhibit A). Ms. Nunnally summarized the report. No action was taken.
- VI. Dr. Weltge recognized Mr. Kincaid to present the Director's report.

Mr. Kincaid distributed the Client Data report (Exhibit B). The Board discussed possible options for addressing clients frequently diverted to the sobering center. No action was taken.

Mr. Kincaid distributed a new Client Data report (Exhibit C). The Board discussed the number of diverted individuals who are brought to the sobering center with a vehicle tow slip. The Board discussed some of the data reports they would like to see in the future. No action was taken.

Mr. Kincaid reported to the Board that the sobering center met its milestones for the 1115 Waiver and is preparing to invoice the City of Houston for achieving the metrics.

Mr. Kincaid informed the Board that he is exploring program evaluation options to conduct a data-driven needs assessment of the clients of the sobering center.

Mr. Kincaid updated the Board that the sobering center's Medical Director reviewed the center's policies and has feedback that Mr. Kincaid will distribute to the Board's Medical Committee. The Board discussed who will sign off on the policies. The Board agreed that they will support the Medical Director by reviewing the sobering center policies if asked, but it is the Medical Director who approves and signs the policies.

- VII. Dr. Weltge recognized Ms. Williams for the presentation of the Financial (Investment) Policy (Exhibit D) for the Board. Ms. Williams distributed the draft policy and recommended the Financial Committee of the Board meet and review the Financial (Investment) Policy. The policy will be voted on during the Board meeting in February.
- VIII. Dr. Weltge called for a discussion related to organization development, fundraising, planning and development, and referral issues for the Sobering Center. No action was

taken.

- IX. Dr. Buck asked about the status of a planning and development retreat for the Board. Mr. Kincaid reported that he is in the process of planning the retreat.
- X. The Board discussed the next meeting which is scheduled for February 6, 2014.

There being no further business, the meeting ADJOURNED at approximately 2:00 p.m.

HOUSTON RECOVERY CENTER LGC

By:



Ashley Ochoa
Acting Secretary