

HOUSTON RECOVERY CENTER LGC
 Minutes for Meeting of Board of Directors
 October 6, 2016

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 October 6, 2016 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 September 30, 2016, in the same manner and location as required by law of the City of Houston, Texas (the "City").

Summarized Agenda Item	Discussion	Decision & Follow-Up
I. Call to order (Chair)	The meeting was called to order by Acting Chair Dr. Basinger at approximately 1 pm on Thursday, October 6, 2016, in the Houston Recovery Center training room, (150 N. Chenevert), Houston, Texas 77002. Dr. Basinger was asked to chair the meeting by Kay Austin.	
II. Appointment of Acting Secretary; roll call, confirm presence of quorum (Chair)	Acting Chair Dr. Scott Basinger appointed Ms. Ashley Ochoa as Acting Secretary for the meeting. Ms. Ochoa called the roll as noted below: <i>Officio</i> Kay Austin- Absent Tracy Beavers- Absent Arlo Weltge, MD- Present John M. Mills- Present Elizabeth T. Nunnally- Present Bonnie Crane Hellums- Present Scott F. Basinger, PhD- Present	Acting Chair Scott Basinger announced that a quorum of the Directors was present.

	<p><i>Ex-Officio</i> Andy Ickens- Absent David Persse, MD- Present Mary Lentschke, AC- Absent Stephen Williams- Absent</p> <p>Mr. Leonard Kincaid, Executive Director; Ms. Ursula Williams, Legal Counsel to the Board and Ms. Ploch, Certified Public Accountant to the Board were also present at the meeting.</p>	
III. Reading of draft Minutes	Dr. Basinger noted that a draft of the Minutes of the Corporation’s meeting of September 8, 2016 had been distributed to the Board. A motion was made by Dr. Weltge to adopt the September, 2016 minutes and was seconded by Judge Hellums.	Minutes were unanimously adopted by the Board.
IV. Opportunity for Public Comment	There were no comments from the public.	See public sign-in sheet.
V. Report from Executive Director (Leonard Kincaid) <ul style="list-style-type: none"> a. Report on data migration contract b. Report on development consultant 	<p>Dr. Basinger recognized Mr. Kincaid for the report from the Executive Director. Mr. Kincaid reported on the contracts for data migration and development consultant. The recommendation is to approve signing the external contract EccoVia for database management with ongoing licenses. Dr. Weltge made a motion to approve the data migration contract with an ongoing license. The motion was seconded by Ms. Nunnally. The Finance committee recommended entering into a contract with development consultant for building out a five year development plan. Mr. Mills made a motion to approve the contract and was seconded by Judge Hellums.</p> <p>Mr. Kincaid shared the HRC’s Client Analysis (Exhibit A). Mr. Kincaid shared that 90% of the Public Intoxication Transport (PIT) transports were under the influence of kush. With the training of staff and support of EMS and HPD,</p>	<p>Data migration contract with ongoing license unanimously adopted by the Board.</p> <p>The contract with development consultant was unanimously adopted by the Board.</p>

	<p>these transports have been successful. The PIT program would be more effective with two dedicated officers. Chief Lentschke shared this allocation has been discussed within Houston Police Department.</p> <p>Mr. Kincaid highlighted the activities of September 2016 (Exhibit B), focusing on the Houston Recovery Center community needs assessment of high system utilizers; revised employee handbook; meetings with development consultant, serving as a host for community trainings including Coalition for the Homeless; hosting the Houston Recovery Initiative; quarterly meeting with the Technical Advisory Group (TAG); developing relationship with the Houston Police Department jail; met with Downtown Management District on PIT, which is seeking funding before the end of the year; Dr. Weltge submitting the final presentation to the American College of Emergency Physicians (ACEP) for the annual meeting and press release; presenting at the Austin/Travis County Sobriety Center Informational Forum hosted by the Downtown Austin Alliance; organized the quarterly Care Coordination Planning Team meeting on the role of data sharing in care coordination.</p>	
<p>VI. Report from Programs and Evaluations Committee (Scott Basinger)</p> <p>a. PED proposal</p>	<p>Dr. Basinger made the report from the Programs, Evaluation and Development (PED) committee. Dr. Basinger shared the Houston Recovery Center has begun meeting with the development consultant.</p>	
<p>VII. Report from Finance Committee (John Mills)</p> <p>a. Monthly Financial Report</p> <p>b. Presentation of</p>	<p>Dr. Basinger recognized Mr. Mills for the report from the Finance Committee. Mr. Mills shared the final audit report from Blazek & Vetterling (Exhibit D). Dr. Weltge moved adoption and was seconded by Judge Hellums. Mr. Mills shared the Houston Recovery Center will be</p>	<p>The Board unanimously accepted the final audit report.</p>

<p>formal audit report</p> <p>c. Presentation of finance policy and procedure</p>	<p>modifying employee policies to be in compliance with new employment legislation coming forward. The finance committee will be proposing a finance policy and procedure.</p> <p>Mr. Mills shared the monthly financial report from August 2016 (Exhibit C). A motion was made by Dr. Weltge to accept the August 2016 financial reports and was seconded by Ms. Nunnally.</p>	<p>The Board unanimously accepted the financial report.</p>
<p>VIII. Board Development</p>	<p>Dr. Basinger opened the meeting for discussion on board development. The Board reviewed the 2017 meeting dates. The dates decided were:</p> <p>Jan 5 Mar 2 May 11 Jul 13 Sep 7 Nov 2</p> <p>The Board will also hold a workshop in 2017.</p>	
<p>IX. Vote on proposed strategic planning and organizational development for HRC:</p> <p>a. Expanded entry b. Resources in the community c. Fundraising and development d. Referral issues e. Appointment and report from Committees f. Marketing strategy</p>	<p>Dr. Basinger opened the meeting for discussion of strategic planning and organizational development. No further discussion took place.</p>	
<p>X. Discussion of agenda items for</p>	<p>The Board discussed the next meeting, which is scheduled for Thursday, November 3, 2016, 1</p>	<p>The next Board meeting is November 3, 2016.</p>

next Board meeting	pm at the Houston Recovery Center.	
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There being no further business, the Board adjourned approximately 2:30 pm.

By:

Ashley Ochoa
Acting Secretary