

HOUSTON RECOVERY CENTER LGC
 Minutes for Meeting of Board of Directors
 November 5, 2015

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 5, 2015 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 November 2, 2015, 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 |
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| I. Call to order (Chair) | The meeting was called to order by Ms. Austin Chair of the Board, at approximately 1 pm on Thursday, November 5, 2015, in the Sobering Center Training Room, (150 N. Chenevert), Houston, Texas 77002. | |
| II. Appointment of Acting Secretary; roll call, confirm presence of quorum (Chair) | <p>Ms. Austin appointed Ms. Ashley Ochoa as Acting Secretary for the meeting. Ms. Ochoa called the roll. The following Directors were present:</p> <ul style="list-style-type: none"> • Kay Austin, Chair • Elizabeth T. Nunnally • Arlo Weltge, MD <p>Mr. Leonard Kincaid, Executive Director, Ms. Ursula Williams, Legal Counsel to the Board were also present at the meeting.</p> <p>The following Directors were absent:</p> <ul style="list-style-type: none"> • Timothy N. Oettmeier (ex-officio) • Andy Icken (ex-officio) | Ms. Austin announced that a quorum of the Directors was present. |

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| | <ul style="list-style-type: none"> • Stephen Williams (ex-officio) • David Persse, MD (ex-officio) | |
| III. Reading of draft Minutes | Ms. Austin noted that a draft of the Minutes of the Corporation’s meeting of October 1, 2015 had been distributed to the Board. A motion was made by Dr. Weltge to adopt the October 1, 2015 Minutes and was seconded by Ms. Nunnally. | Minutes were unanimously adopted by the Board. |
| IV. Opportunity for Public Comment | Ms. Austin opened the meeting to members of the public who wished to address the Board. There was no comment from members of the public. | |
| V. Monthly Financial Report (Kathy Ploch) | Ms. Austin recognized Ms. Nunnally for the financial report. Ms. Nunnally requested the financial report be deferred to the next Board meeting as Ms. Ploch, CPA to the Board, was not present. | |
| VI. Report from Executive Director (Leonard Kincaid) | <p>Ms. Austin recognized Mr. Kincaid for the Report from the Executive Director.</p> <p>Mr. Kincaid shared the HRC’s Client Analysis (Exhibit A). There was a drop in the number of admissions for the months of September and October 2014 compared to September and October 2015. Mr. Kincaid believes this drop could be correlated to the kush ordinance passed by the City of Houston. Mr. Kincaid is working with several entities on how the HRC could be a greater resource for the community on serving clients impacted by kush and monitoring the trend of client admissions.</p> <p>Mr. Kincaid discussed the need for collaboration with Harris County as the City and County move forward with the Joint Processing Center. The City of Houston did not fund the Center to the level requested in the FY16 budget submission and the HRC may benefit from greater collaboration with Harris County.</p> <p>Mr. Kincaid noted the Repeat Clients graph has</p> | |

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| | <p>been modified due to a systematic data improvement. The HRC is re-evaluating the definition of “super-user.” Currently, a super-user is an individual who has been admitted to the Center three or more times. However, several of the clients have never returned or have extensive time lapses between admissions. HRC does not believe these situations constitute a super-user and is looking at other super-user definitions in the community, particularly the Houston Fire Department Emergency Medical Services.</p> <p>Mr. Kincaid reviewed the Personal Addiction Recovery Team (PART) client profile. During nineteen months of enrollment, 315 individuals have enrolled. Of these individuals, 88% are homeless, 76% have a mental health issue and 85% have a criminal history. The programs and services for these clients are funded by the 1115 Waiver.</p> <p>Mr. Kincaid discussed the activities of October 2015 (Exhibit C) which includes being specifically mentioned by Mayor Parker as a benefit to the community at the One Voice Texas Post-Legislative conference; meeting to establish an Emergency Medical Services internship with the Houston Community College; attended conferences and trainings; hosted the Houston Recovery Initiative which joined with One Voice Texas to hear an update on the 1115 Transformation Waiver extension/renewal negotiations; attended the Harris County Criminal Justice Coordinating Council to effectively divert offenders to treatment and supervision in lieu of jail; toured a new sober housing unit as a viable resource for clients as sober housing has proven to be an efficient and cost-effective option; submitted the 1115 Waiver report as scheduled; and</p> | |
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| | <p>participated in conference call with Dr. Kowalchuck and a national insurance organization interested in hearing about the HRC service model.</p> | |
| <p>VII. Report from Finance Committee (Betty Nunnally)</p> | <p>Ms. Austin recognized Ms. Nunnally for the report from the Finance Committee. On behalf of the Finance Committee, Ms. Nunnally recommended the Board of Directors accept the modified operating budget. The City of Houston did not fund the Center to the level requested in the original budget submission, requiring Mr. Kincaid to modify the operation's budget.</p> <p>On behalf of the Finance Committee, Ms. Nunnally recommended the Board of Directors accept the implementation of a policy requiring the Executive Director to advise the Board of Directors of any and all future modifications in the amount of \$25,000 (+/-) for any budget line item or any capital expenditures not previously contemplated.</p> | <p>The Board unanimously accepted the modified operating budget.</p> <p>The Board unanimously accepted the recommendation to implement the policy described.</p> |
| <p>VIII. Board Development</p> <p>a. Presentation of Technical Advisory Group resumes or CV's</p> <p>b. Amend Bylaws to accommodate increase in size of Board</p> <p>c. Discuss welcome and orientation of new Board members</p> <p>d. Consider 2016 meeting schedule</p> | <p>Ms. Austin opened the meeting for discussion of Board development. Six of the Technical Advisory Group (TAG) members have accepted the invitation. The Board decided to send a welcome letter to Ms. Lillian Ortiz, Captain Mike Lee, Dr. Steve Schnee, Ms. Deborah Duncan, Dr. David Buck and Judge Kirkland to serve January 2016-December 2017.</p> <p>Dr. Weltge moved the HRC Board bylaws be modified to reflect the City Council's modification increasing the size of the Board. The motion was seconded by Ms. Nunnally.</p> <p>The Board discussed the welcome and orientation of new Board members. The Board members will be invited to an orientation to be scheduled either November 30, December 1, or 2, 2015. The new members will then begin</p> | <p>The Board unanimously accepted the modification to the bylaws.</p> |

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| | attending regular meetings in January 2016, starting with regular meetings the first Thursday of every month. | |
| IX. Discussion of Board Retreat | Ms. Austin opened the meeting for discussion of the Board retreat. Ms. Austin and Mr. Kincaid have considered a facilitator for the retreat. The Retreat will include Board and Ex-Officio members. Potential dates are Saturday, April 9 or 16, 9 am-1 pm. | |
| X. Strategic planning and organizational development for HRC: a. Expanded entry b. Resources in the community c. Fundraising and development d. Referral issues e. Appointment and report from Committees | Ms. Austin opened the meeting for discussion on strategic planning. The conversation was deferred to the next Board meeting. | |
| XI. Discussion of agenda items for next Board meeting | The Board discussed the next meeting, which will be Thursday, January 7, 2016, 1 pm at the Houston Recovery Center. The newly appointed Board members will have an orientation in December 2015. | Dr. Weltge disclosed a potential conflict of interest. After discussion, it was determined that his position did not pose a conflict with his service to the Houston Recovery Center. |

There being no further business, the Board adjourned approximately 2:45 pm.

By:

**Ashley Ochoa,
LMSW**

Digitally signed by Ashley Ochoa, LMSW
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Date: 2016.01.11 10:02:48 -06'00'

Ashley Ochoa
Acting Secretary