

HOUSTON RECOVERY CENTER LGC
 Minutes for Meeting of Board of Directors
 March 2, 2017

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 March 2, 2017 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 February 24, 2017, 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 Chair Kay Austin at approximately 9:30 am on Thursday, March 2, 2017, in the Houston Recovery 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 as noted below:</p> <p><i>Officio</i> Kay Austin- Present Tracy Beavers- Present Arlo Weltge, MD- Present John M. Mills- Absent Elizabeth T. Nunnally- Absent at roll call; joined later Bonnie Crane Hellums- Present Scott F. Basinger, PhD- Present</p> <p><i>Ex-Officio</i> Andy Ickens- Absent David Persse, MD- Present</p>	Ms. Austin announced that a quorum of the Directors was present.

	<p>Stephen Williams- Absent Wendy Baimbridge- Absent at roll call; joined later</p> <p>Mr. Leonard Kincaid, Executive Director and Ms. Ursula Williams, Legal Counsel to the Board were also present at the meeting.</p>	
III. Reading of draft Minutes	Ms. Austin noted that a draft of the Minutes of the Corporation’s meeting of January 5, 2017, had been distributed to the Board. A motion was made by Dr. Weltge to adopt the January 5, 2017 minutes and was seconded by Dr. Basinger.	Minutes were unanimously adopted by the Board with minor revisions.
IV. Opportunity for Public Comment	No members of the public made comment at this time. Technical Advisory Group members and facilitators made comments during the Retreat.	See public sign-in sheet.
<p>V. Report from Executive Director (Leonard Kincaid)</p> <p>a. Presentation of revised Employee Handbook for approval</p>	<p>Ms. Austin recognized Mr. Kincaid for the report from the Executive Director. Mr. Kincaid highlighted the activities of January and February (Exhibit A and B respectively), which included a report on Houston Recovery Initiative co-hosting and Houston Recovery Center sponsoring the first-ever SoberBowl SuperFest; partnership with Harris County Re-Integration Court; appearing on Great Day Houston with Deborah Duncan; meeting with a representative from Harris County District Attorney’s office regarding her new policy on low-level marijuana use; visiting the Texas Capitol to meet with elected officials and their staff; and co-hosting the Care Coordination Planning Team meeting with TMF’s Central Houston Readmissions and Behavioral Health Regional Workgroup Meeting.</p> <p>Ms. Austin and the Board shared with Mr. Kincaid the Board does not need to vote on the Employee Handbook. The Board only needs a presentation of the handbook to be informed but Mr. Kincaid is empowered to assemble</p>	Mr. Kincaid will present the Employee Handbook to the Board at the meeting May 11, 2017.

	policies for employees.	
<p>VI. Report from Programs and Evaluations Committee (Scott Basinger)</p> <p>a. Presentation of community needs assessment</p>	<p>Ms. Austin recognized Dr. Basinger for the report from the Programs, Evaluation and Development (PED) committee. Dr. Basinger shared they have been working on the Development packet. The packet provides an overview of the Houston Recovery Center funding and programs and can be used to fundraise. The committee has worked on charts that show all the community collaboration, continuum of care and the big picture of the potential that has grown from the sobering center program three years ago to see HRC as the center of the continuum of care in the nation’s number one solvable public health problem.</p> <p>Dr. Basinger invited Ms. Ochoa to share highlights of the community needs assessment conducted by the Graduate College of Social Work intern she supervised. Ms. Ochoa shared some of the major findings and methods for the needs assessment. Dr. Basinger shared key take-away’s of the community needs assessment. Some were to ask “what do you need” and to pilot the needs assessment in a small area.</p>	
<p>VII. Report from Finance Committee (John Mills)</p> <p>a. Monthly Financial Report and presentation of monthly financial statements</p>	<p>Ms. Austin recognized Dr. Weltge for the report from the Finance Committee. Dr. Weltge shared the monthly financial reports from January 2017 (Exhibit C). Dr. Weltge highlighted the clear format for the cash flow statement and that there is no cash flow deficit, programs by month-to-date and year-to-date. Dr. Weltge moved to adopt the monthly financial report; Judge Hellums seconded. The Board voted to accept.</p>	<p>The Board unanimously accepted the financial report.</p>
<p>VIII. Welcome and Introduction</p> <p>IX. Purpose</p> <p>X. Overview of</p>	<p>Ms. Austin turned the time over to facilitator Tom Fritsch, the President of Allen Austin. Mr. Fritsch led the Board through the Retreat purpose, objectives, discussion and work</p>	

<p>Strategic Plan</p> <p>XI. Overview of Service Model and Gaps</p> <p>XII. Role and Responsibilities of Board</p> <p>XIII. Process for strategically expanding Board</p> <p>XIV. Review of Fund Development Plan</p> <p>XV. Next Steps</p>	<p>sessions.</p> <p>Some thoughts the Board will consider for future meetings included:</p> <p><u>Vision</u> Universal access to recovery from substance abuse.</p> <p><u>Mission</u> Houston Recovery Center provides people with substance use access to long term recovery.</p> <p><u>Goals</u></p> <ul style="list-style-type: none"> • Providing a safe place for sobering. • Provide and sustain long term recovery resources for people with substance use disorders. • Aggressively interface and collaborate with community resources. <p><u>“Reclaim your future”</u></p> <p>The Board discussed expectations of members and will work on the following action items:</p> <p>1- Present new vision, mission and goals to board for adoption at meeting in May.</p> <p>2- Form a working group to develop corresponding goals and objectives in service of the mission and the vision. Present at the May 11 Board meeting.</p> <p>3- Board members commit to an area of interest that translates into committees on or before May 1.</p> <p>4- Develop a press pack with elevator pitch and presentation on or before March 23.</p> <p>5- Define committees sufficient to support the activities of the organization with the question of “what is most important now?” for the May 11 Board meeting.</p>	
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<p>XVI. Discussion of agenda items for next Board meeting</p>	<p>The Board discussed the next meetings. The regularly scheduled meeting is Thursday, May 11, 2017, 1 pm at the Houston Recovery Center. A special meeting will be held March 9 at 1:30 pm at the Houston Recovery Center to vote on the contract for program evaluation with UT School of Public Health.</p>	<p>March 9, the Board will vote on the contract with UT School of Public Health for program evaluation. May 11, the Board will be presented the employee handbook and vote on finance policies.</p>
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There being no further business, the Board adjourned approximately 3 pm.

By:

Ashley Ochoa, LMSW

Digitally signed by Ashley Ochoa, LMSW
DN: cn=Ashley Ochoa, LMSW, o=Houston Recovery Center, ou, email=aocchoa@houstonrecoverycenter.org, c=US
Date: 2017.04.13 17:01:14 -05'00'

Ashley Ochoa, LMSW
Acting Secretary