

**HOUSTON RECOVERY CENTER LGC**  
 Minutes for Meeting of Board of Directors  
 September 8, 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 September 8, 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 August 30, 2016, in the same manner and location as required by law of the City of Houston, Texas (the "City").

<b>Summarized Agenda Item</b>	<b>Discussion</b>	<b>Decision &amp; Follow-Up</b>
I. Call to order (Chair)	The meeting was called to order by Dr. Weltge at approximately 1 pm on Thursday, September 8, 2016, 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)	Chair Kay Austin appointed Ms. Ashley Ochoa as Acting Secretary for the meeting. Ms. Ochoa called the roll as noted below:  <i>Officio</i> Kay Austin- Present Tracy Beavers- Present Arlo Weltge, MD- Present John M. Mills- Present Elizabeth T. Nunnally- Present Bonnie Crane Hellums- Present Scott F. Basinger, PhD- Present  <i>Ex-Officio</i> Andy Ickens- Present David Persse, MD- Absent	Chair Kay Austin announced that a quorum of the Directors was present.

	<p>Mary Lentschke, AC- Absent Stephen Williams- Present</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	<p>Ms. Austin noted that a draft of the Minutes of the Corporation’s meeting of August 4, 2016 had been distributed to the Board. A motion was made by Dr. Weltge to adopt the August, 2016 minutes and was seconded by Dr. Basinger.</p>	<p>Minutes were unanimously adopted by the Board.</p>
IV. Opportunity for Public Comment	<p>There were no comments from the public.</p>	<p>See public sign-in sheet.</p>
V. Report from Executive Director (Leonard Kincaid)	<p>Dr. Weltge recognized Mr. Kincaid for the Report from the Executive Director. Mr. Kincaid shared the HRC’s Client Analysis (Exhibit A). The client analysis reflected high admissions due to the Public Intoxication Transportation (PIT). Our strategy partly calls for disrupting their routine of substance use. Need two officers assigned to PIT. The report included demographic reports with unique client data and weekly comparison of admissions across 2013-2016. These clients are an opportunity to have a significant impact for behavioral change. Since the April 1, 2014 launch of the 18-month recovery support program, Partners in Recovery, 430 individuals have voluntarily enrolled. Of which 88% are homeless, 76% have a mental illness and 86% have a criminal justice history. This target population has several challenges yet is completing the 18-month program.</p> <p>Mr. Kincaid highlighted the activities of August 2016 (Exhibit B), focusing on the Houston Recovery Center making preparations to</p>	

	<p>continue operations as a resource despite the possibility of power going out, specifically securing a generator; assisting with a community presentation with Dr. Ken Minkoff on <i>Implementing a welcoming, recovery-oriented, integrated system of care: Applying the evidence to practice</i>; moving forward with a community needs assessment to better understand the super-utilizer population and shape programs; met with Legacy FQHC to discuss potential opportunities for providing health services to clients; co-facilitated a workshop on care coordination with Dr. JcGavin for the DeBaKey VA Medical Center Veteran’s Summit; presented at the Texas Association of Addiction Professionals annual conference in San Antonio; attended the launch of the Harris County Criminal Justices Reintegration court; meetings to migrate data into customized platform.</p>	
<p>VI. Report from Programs and Evaluations Committee (Scott Basinger) a. PED proposal</p>	<p>Ms. Austin recognized Dr. Basinger for the report from the Programs, Evaluation and Development (PED) committee. Dr. Basinger shared the committee purpose to ensure that HRC programs are aligned with the vision, mission and goals of the organization with the resources and financing necessary to sustain their value and operations. Dr. Weltge moved approval of committee; seconded by Dr. Basinger.</p>	<p>The Board unanimously adopted the programs, evaluation and development (PED) committee proposal.</p>
<p>VII. Report from Finance Committee (John Mills) a. Monthly Financial Report</p>	<p>Ms. Austin recognized Mr. Mills for the report from the Finance Committee. Mr. Mills shared the draft audit report from Blazek &amp; Vetterling. Commends Houston Recovery Center for financial management. The finance committee moves adoption of the draft audit report. The finance committee will be proposing a finance policy and procedure.</p>	<p>The Board unanimously accepted the draft audit report.</p>

	<p>Mr. Mills presented the 1115 waiver projected budget (Exhibit D); noting that communication has moved over to the 1115. The finance committee recommends adoption of the projected 1115 waiver budget. The Board voted.</p> <p>The finance committee recommends the EccoVia external contract be approved by the Board for database management.</p> <p>Mr. Mills reviewed the July 2016 financial reports (Exhibit E). Mr. Mills noted the net expenses were \$199,445. A motion was made by Dr. Weltge to accept the July 2016 financial reports and was seconded by Dr. Basinger.</p>	<p>The Board unanimously adopted the projected 1115 waiver budget.</p> <p>The Board unanimously authorized Mr. Kincaid to sign the EccoVia contract for database management.</p> <p>The Board unanimously accepted the financial report.</p>
<p>VIII. Board Development</p> <p>a. Board calendar recommendation (Kay Austin)</p>	<p>Ms. Austin opened the meeting for discussion on board development. Ms. Austin proposed 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 not meet December 2016.</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</p>	<p>Ms. Austin opened the meeting for discussion of strategic planning and organizational development. No further discussion took place.</p>	

report from Committees f. Marketing strategy		
X. Discussion of agenda items for next Board meeting	The Board discussed the next meeting, which is scheduled Thursday October 6, 2016, 1 pm at the Houston Recovery Center.	The next Board meeting is October 6, 2016.

There being no further business, the Board adjourned approximately 2:30 pm.

By:

**Ashley Ochoa,  
LMSW**

Digitally signed by Ashley Ochoa, LMSW  
DN: cn=Ashley Ochoa, LMSW, o=Houston  
Recovery Center, ou,  
email=aochoa@houstonrecoverycenter.org, c=US  
Date: 2016.10.06 15:34:16 -05'00'

Ashley Ochoa  
Acting Secretary