

HOUSTON RECOVERY CENTER LGC
Minutes for Meeting of Board of Directors
January 10, 2019

The undersigned, being the duly appointed Secretary of Houston Recovery Center LGC (the "Corporation"), hereby certifies that the following are true and correct Minutes of the January 10, 2019 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 7, 2019, in the same manner and location as required by law of the City of Houston, Texas (the "City").

| <u>Summarized Agenda Item</u> | <u>Discussion</u> | <u>Decision & Follow-Up</u> |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| I. Call to order (Chair) | The meeting was called to order by Chair Kay Austin at approximately 1:10 pm in the Houston Recovery Center training room, (150 N. Chenevert), Houston, Texas 77002. | |
| II. Roll call, confirm presence of quorum (Chair) | Ms. Austin appointed Ms. Marina Franco to take roll. Ms. Franco called the roll as noted below: <i>Officio</i> Kay Austin- Present Tracy Beavers- Absent Arlo Weltge, MD- Present John M. Mills- Present Elizabeth T. Nunnally- Absent Bonnie Crane Hellums- Present Scott F. Basinger, PhD- Present Tom Fritsch- Present Susan Little- Present <i>Ex-Officio</i> Andy Ickens- Absent David Persse, MD- Absent Stephen Williams- Absent Wendy Baimbridge- Present | The Chair announced that a quorum of the Directors was present. |

| | | |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <p>III. Reading of the draft Minutes</p> | <p>Mr. Leonard Kincaid, Executive Director of Houston Recovery Center and Marina Franco the Executive Assistant /Acting Secretary were present at the meeting. Ms. Ursula Williams Legal Counsel for the Board was present. Also present were three of our prospective TAG members- Adriana Gonzalez, Camara de Empresarios Latinos Patrick Lynum, Houston Forensic Center Katherine N. Harris, PhD. Dr. Weltge moved and Mr. Basinger seconded approval of the September 27, 2018 draft minutes. The Board unanimously accepted.</p> | <p>The Board unanimously Approved the draft minutes.</p> |
| <p>IV. Opportunity for Public Comment</p> | <p>There was no comment from members of the public.</p> | <p>See public sign-in sheet.</p> |
| <p>V. Reports from Executive Director</p> <p>a. September</p> | <p>Mr. Kincaid reviewed the meetings and activities of September, October, November and December 2018 (Exh. A, B, C and D respectively) Mr. Kincaid met with Lauren Anderson to discuss planning a fundraising event to support HRC transportation service. This activity is being supported by the Ambassadors. He had a conference call with Scott regarding the SAMHSA grant implementation plan. Mr. Kincaid met with Kallol Mahata of PCIC to review progress and discuss collaborative model for Care Coordination of high utilizers of high cost services. He attended the TX Recovery Business Collaborative conference call. This is a 10 session webinar a focus on evaluating agency operation and developing a sustainability and growth model. Leonard had conference call about planning and implementation with Dr. Roger Zourob of BCM about Project Reach being funded by SAMHSA. He attended a meeting organized by Eva Thibault from the Homeless Coalition about The Way Home Navigation Program. This program is about increasing</p> | <p>Exhibit A</p> |

collaboration between the Agencies with street outreach teams. Mr. Kincaid attended a planning meeting with Maribel representing the Baylor team about SAMHSA grant. (Project Reach) Leonard had a conference call with Rusti Holwick, Judge David Hudson and City Administrator, Carl Geffken from the state of Arkansas regarding their interest in starting a Sobering Center. He received a call from the Meadows Public Policy Institute to discuss presenting at the 2018 Engage and Excel Conference. Mr. Kincaid attended the Third Annual National Sobering Summit, San Diego Convention in San Diego. This one had the best attendance and the best agenda of the three I've attended. Several panel presentations provide the participants the opportunity to learn about the variety of Service Models that exist around the Country. The meeting closed with much interest expressed for having this Coalition continue.

b. October

In October Mr. Kincaid attended NAADAC conference for Alcohol and Drug Counseling Professionals. The conference was packed with information on latest developments in the field of addiction treatment. He met with Consultant from NAADAC about Technical Assistant on advance training for peer specialist and on enhancing our service model with evidence based practices. Mr. Kincaid met with representative from The Texas Clinic to discuss providing Medically Assisted Treatment (MAT) here at HRC. HRC is currently participating in a pilot project with Harris County Jail and The Texas Clinic that provides Vivitrol a MAT treatment to individuals in jail that are selected for that project. This MAT is used to treat both Alcohol and Opioid dependence. Leonard attended Downtown Business Development District Maintenance/ Safety Budget Committee Meeting and made presentation that

Exhibit B

included a performance review and a request for support on the purchase of a van to support PIT project. Mr. Kincaid met with and provided tour to a representative of the Crosswalk Center. They provide re-entry services and support for individuals returning to the community from jail. He also met with representative from Adult Probation. Received favorable feedback on the pilot program we are doing with them. I was told about their pressing need to expand our services and to gain greater access to treatment services for many of their probationers. Mr. Kincaid has an ongoing meeting with representatives from City Health Department, Baylor and HFD to work through the implementation plan for the Frontline project. IIRC program staff held ongoing meeting with representatives from Baylor to work through the implementation plan for the TCE/HIV SAMSHA funded project. Leonard was invited to present at The Meadows Mental Health Policy Institute Engage and Excel Symposium. The theme for this one was Communities Transforming Behavior(Health System. This event was well attended and packed full of good information.

c. November

Mr. Kincaid toured the Judge Ed Emmett Diversion Center for individuals with Mental Health Challenges arrested for low level offenses. Also toured a group around Houston Recovery Center and introduced them to the HPD HOC Team. He had a meeting with Assistant Chief Banbridge to discuss how we might create more effective options for reducing the number of diversions a small group of high utilizers are requiring. Leonard toured the Houston Forensic Science Center. Mr. Kincaid was invited to Present at UHHD's College of Public Service Vital Voices a lecture series. My presentation addresses healthy drinking limits and services offered by IIRC. Leonard provided a tour and

Exhibit C

presentation for representatives from Central Florida Coalition for the Homeless. They are exploring the idea of starting a sobering center. Mr. Kincaid met with a Tommie Vaughn Ford sales representative to check van inventory. Leonard had a conference call with Texas Health and Human Service Commission (THHSC) on Harris County Jail, Vivitrol Reentry Project. Staff with THHSC expressed interest and support for this initiative. He attended ongoing meeting with representatives from Health Department, HPD and Baylor for planning and implementation of the Frontlines Grant. Mr. Kincaid had a lunch meeting with Adriana Gonzalez prospective TAG member to explore her area of interest and potential resources she brings to the table. Leonard provided tour and presentation to The Forensics lab CEO. The Forensic Lab is also an EGC. He also provided a tour and presentation for a Team from Oklahoma OKC Metro Alliance. They operate a sobering center that has mandatory periods of stay. First met this group at this year's National Sobering Center Collaborative meeting. Mr. Kincaid met with consultant to discuss HRC's interest in providing MAT, Detox and outpatient addiction treatment services. Follow up meeting scheduled. Leonard also met with representatives from Cenikor treatment facility to discuss improving collaboration between our two agencies. Cenikor is the only state funded detox provider serving men and women. Leonard was invited by Harris County Mental Health Authority to join in a presentation to Representatives from The Texas Health and Human Service Commission on our diversion programs.

d. December

Mr. Kincaid attended follow-up planning meeting on The Frontline Project. This is a City of Houston Health Department project in collaboration with the City Fire Department, HPD and HRC to provide Naloxone

Exhibit D

distribution and training on administration. HRC staff will provide recovery support services to individuals served by this project. He also attended call by the Mayor's Office to review future funding plans for services, data collection and reporting on drug mis-use and dependence coming from the Feds. This plan is referred to as the H.R. 6, Support for Patients and Communities Act. These funds would support a broad range of recovery services. Leonard had a phone conference with staff from the Care Campus Safe Solutions program in Rapid City, South Dakota. They are implementing a sobering center and want to compare service models. Mr. Kincaid had a follow up meeting with Dr. Persac to discuss coordinating multiple opioid projects presently funded to different providers here in Houston. He also met with and toured a SAMHSA Senior Project Associate for vet services. Leonard met with a representative from Industreality, a video production company, to review plans for HRC Education Video. This video will be used as a part of HRCs marketing plan. This plan will be used to help educate the community about HRC services. HRC purchased new 2019 Ford Transit Van from Randall Reed Ford in Humble to replace the 18 year-old van we were using. This van is used to transport clients in our recovery programs to needed services. Mr. Kincaid toured three new HPD Officers, one Officer expressed an interest working with re-integration. All three show interest in HRC services. Leonard had a conference call with a representative from Facing Addiction, a coalition serving the Galveston area. They are interested in developing an HRC type program in Galveston County. He met with and provided a tour for staff from SEARCH and Arnold Foundation. The foundation staff was from New York and Boston. They stayed for a full presentation and showed a lot of interest in what we had to say.

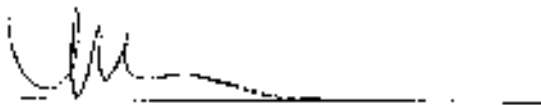
| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| | Mr. Kincaid had a conference call with Dana Smith, LH DWI regarding Internships. They have students expressing an interest in doing an internship at HRC. Leonard met with and toured Shannon Smith-Bernardin, Shannon is past a Director of the San Francisco and LA Sobering Centers. She is the new Director of the National Sobering Center Collaborative. | |
| VI. Overview of Service Model, (Exh. E) Jail admissions and HRC admissions (Exh. F) | Mr. Kincaid discussed our service model that HRC has followed and has been very successful. He spoke about the Agencies that visit from all around the United States that tour our facility and admire our service model. Mr. Kincaid mentioned that there was a consultant that came by and mentioned that there is value in HRC's service model enough to interest 3 rd party payer sources. The Board agreed to discuss this at a later date. Leonard discussed the decline in Public intoxication jail admissions since 2013. Mr. Kincaid also spoke about the HRC admissions since April 2013. | Exhibit E and F |
| VII. Report from Finance Committee (J. Mills) a. Recommendation of FY19-20 Budget approval (Exh. G) b. Local Agreement-Annual Funding Disbursement (Exh. H) c. Monthly financial report and presentation of monthly financial statements (Exh. I, J, K, L and M respectively) | The Chair, Ms. Austin recognized Mr. Mills for the report on the HRC Budget. Mr. Mills presented the HRC FY19-20 Budget. Mr. Mills stated that the current fiscal year total is \$1,701,018.00 and HRC is carrying forward \$54,394.00. Mr. Mills moved to accept the HRC FY19-20 Budget and Board voted to accept. (Exh. G) Legal Counsel for the Board, Ms. Ursula Williams discussed the Modification of Inter-Local Agreement between City of Houston and Houston Recovery Center to Simplify the Annual Funding Disbursement. (Exh. H) Mr. Mills then presented the monthly financial reports and monthly financial statements for July, August, September, October and | The Board unanimously accepted the budget for FY19-20. The Board unanimously accepted the financial reports. |

| | | |
|-------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>November. (Exh. I, J, K, L and M respectively)</p> <p>Mr. Mills stated that we had received \$100,000 from the Arnold Foundation in September and should be receiving another \$100,000 this year. Dr. Weltge moved to adopt the monthly financial reports; Dr. Basinger seconded. The Board voted to accept.</p> |
| VIII. | <p>Report from Programs, Evaluations and Development Committee (S. Basinger)</p> | <p>Dr. Basinger stated that there will be an Ambassadors Circle dinner in March. He stated that Milby Dunn had donated a Van to HRC. He also attended the Annual National Sobering Summit, San Diego Convention in San Diego. Dr. Basinger stated that through the Convention, he learned of an effort to establish a National Sobering Collaboration Coalition. Dr. Basinger stated that there was a letter of intent submitted to the Arnold Foundation for two million for the Coalition. Dr. Basinger had a meeting with UT where they discussed our evaluation and was told that we should have the evaluation in March. Dr. Basinger mentioned a second and a third publication in the near future.</p> |
| IX. | <p>Board Development</p> <p>a. Report on Board member term expirations</p> <p>b. Four new tag Members introduction to our meeting.</p> | <p>Ms. Austin then discussed the letter that was dated September 14, 2018 approving the term renewals for Ms. Beavers, Dr. Weltge, Mr. Mills, Judge Helloms and Dr. Basinger. (Exh. N)</p> <p>Ms. Austin then turned it over to Mr. Kincaid to introduce our visiting prospective new TAG members- Adriana Gonzalez, Camara de Empresarios Latinos, Patrick Tynan, Houston Forensic Center, and Katherine N. Harris, PhD. They all introduced themselves and Ms. Austin greeted them with a warm welcome and so did the Board.</p> |

| | | |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <p>X. Strategic Planning Update</p> | <p>Ms. Austin turned the time over to Mr. Fritsch to give an update on the Strategic Plan. Mr. Fritsch stated that there is an effort to create universal access to substance use recovery services based on HRC model and it needs to be presented Publicly to create awareness and gain financial support. He stated that it is the work ahead of us.</p> | |
| <p>XI. Discussion of New Space and agenda items for next Board meeting</p> | <p>Mr. Kincaid then discussed the new lease at 500 Jefferson where the TCE-HIV Project Reach staff and potentially new grant staff would be housed at. Mr. Basinger moved to approve and the Board accepted.</p> <p>Ms. Austin then discussed the next meeting schedule and potential items that needed to be discussed at next meeting. Then Legal Counsel Ms. Williams informed the Board that the Closed Executive Session needed to be postponed due to incomplete evaluations. Ms. Austin addressed the Board for things that needed to be discussed at the next meeting and Mr. Fritsch stated that the Retreat purpose, objectives, date and location all needed to be discussed and planned.</p> <p>Some thoughts the Board will consider for future meetings included Models for strategic plan, overall budget, and what percentage of Administrative Salary is coming out of each grant.</p> | <p>The Board unanimously approved the lease.</p> |

There being no further business, the Board adjourned approximately 2:47 pm.

By:


 Marina Franco, Acting Secretary