

HOUSTON RECOVERY CENTER LGC
Minutes for Meeting of Board of Directors
July 11, 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 July 11, 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 July 8, 2019, 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 1:05 pm in the Houston Recovery Center training room, (150 N. Chenevert), Houston, Texas 77002.	
II. Roll call, confirm presence of quorum (Chair)	<p>Ms. Austin appointed Ms. Marina Franco to call the roll. The following Directors were present:</p> <p><i>Officio</i> Kay Austin- Present Arlo Weltge, MD- Present John M. Mills- Present Elizabeth T. Nunnally- Present Bonnie Crane Hellums- Present Scott F. Basinger, PhD- Absent Tom Fritsch- Present Susan Little- Absent</p> <p><i>Ex-Officio</i> Andy Ickens- Absent David Persse, MD- Absent Stephen Williams- Absent Wendy Bainbridge- Present Bryan Hennell- Present</p> <p>Mr. Leonard Kincaid, Executive Director of</p>	The Chair announced that a quorum of the Directors was present

	<p>Houston Recovery Center and Malina Franco the Administrative Assistant and Acting Secretary were also present at the meeting. Ms. Ursula Williams Legal Counsel for the Board was present.</p>	
<p>III. Reading of the draft Minutes</p>	<p>Mr. Tom Fritsch moved to approve minutes and Mr. Arlo Weltge seconded the approval of the March 7, 2019, May 30, 2019 and the June 6, 2019 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. May Exh. A</p>	<p>Ms. Austin recognized Mr. Kincaid for the report from the Executive Director. Mr. Kincaid highlighted the activities of May and June 2019 (Exhibit A and B respectively) Leonard met with the Houston Recovery Center's TAG member Katharine Harris, an Alfred C. Glassell III Fellow in Drug Policy Baker Institute at Rice University. The meeting focused on third party billing that will help connect people to treatment and potential for foundation funding. Mr. Kincaid had a conference call with the National Sobering Collaborative to work on plans for this year's National conference. This conference is scheduled for October 11th and 12th, in Washington D.C. IIRC is a co-sponsor. Leonard had a conference call to discuss the FRONTIERs Planning Grant. This is an ongoing dialogue in our efforts to bring this project online. Mr. Kincaid attended a two-day staff training at IIRC by Jordan Peer Recovery, a National Trainer team with a focus on working with individuals in the criminal justice system. Leonard attended the Criminal Justice Coordinating Council Monthly meeting. The CJC was created by the Harris County Commissioners Court in July 2009 as the focal point for efforts to improve the criminal justice</p>	

	<p>system and seek reductions in the jail population. The Council is responsible for policy development and oversight of improvement initiatives for the criminal justice system. I have been selected to be a Vetted Member of this Body. Mr. Kincaid met with Dr. Revere and Dr. Wells, representing the evaluation team from U.TSPH to review and discuss the HRC evaluation.</p> <p>b June Exh. B</p> <p>Mr. Kincaid met with and toured Ben Brooks, a New Zealand Winston Churchill Memorial Trust Fellow. Ben received funds from the New Zealand Government to visit Texas and learn about criminal justice reform. Leonard met with Maureen Sanders the Executive Director at San Jose Clinic. Toured San Jose Clinic and discussed potential for future collaboration. Mr. Kincaid met with Council Member Greg Travis. Briefed the Council Member on HRC's performance, our HHS funding ending and asked for his support with future funding. He shared being very pleased with our performance. Leonard received notice of Deposition regarding the Plaintiffs (4 homeless individuals) vs the City of Houston Lawsuit. I was advised by All. Williams to get legal representation for this hearing as she would not be able to represent etc. Not sure why they are interested in hearing from me considering HRC is not a homeless shelter.</p>	
<p>VI. Report from the Finance Committee John Mills Exh. C and D</p>	<p>Mr. Mills reviewed the financial statements for April and May 2019. (Exhibit C and D respectively) John stated that in April HRC had cash to cash equivalents of \$1,335,237 and total assets of \$2,324,377. We had total expenditures of \$460,857 and a year to date total of \$2,876,344. John stated that transaction records will be run on July 1st. Mr. Mills also met with auditors and the report will be ready on 8/14/19. As of June 31, 2019 we have \$1,281,806 in cash to cash equivalents. John</p>	<p>The Board unanimously accepted the financial statements.</p>

		<p>stated that we expect to see money from City in August. Mr. Mills stated that our total assets were \$2,033,809 in May. He stated that we no longer have a line item for the IIS Waiver. John stated that \$339,473 is the total revenue in May with a year to date total of \$3,877,796.</p> <p>Mr. Mills moved adoption of the April 2019 and May 2019 statements, Mr. Tom Fritsch approved and Judge Hellums seconded and everyone voted in favor to accept.</p>	
VII.	Report from Programs, Evaluations and Development Committee (Dr. Basinger)	No report as Dr. Basinger was absent	
VIII.	Report from Compensation Committee	Mr. John Mills stated that there is no report at this time.	
IX.	Strategic Planning Update	Mr. Tom Fritsch stated that there is no report at this time.	
X.	Vote for new Space	The Board unanimously voted to allow the Executive Director Mr. Leonard Kincaid to sign the lease after he reviews and approves it.	The Board unanimously approved that Mr. Kincaid could enter into a lease at his discretion.

<p>XI.</p>	<p>a. Board Development Exh. E and F</p>	<p>The Board reviewed the Resumes of two potential new Board Members. (Exhibits E and F) The Board reviewed Mrs. Cynthia Alvarado's Resume and then reviewed Mrs. Lauren Anderson's resume. The Board unanimously agreed to discuss and vote at the next Board Meeting.</p>	
	<p>b. Set Board Retreat Date</p>	<p>Board discussed and set the Board retreat date of October 19, 2019 from 9 am - 3 pm. To discuss- Board roles, expectations, communication, process of adding or removing new Board Members, new Board member orientation and frequency of meetings.</p>	
	<p>c. Board Communication</p>	<p>The Board discussed lack of communication and unnecessary meetings. They discussed the need to have meetings canceled at least 24 hours in advance and decided that we could discuss this more in depth at the Board retreat. Legal Counsel Mrs. Williams stated that she would send by-laws so that everyone can review Board expectations and roles.</p>	
<p>XII.</p>	<p>Discussion of agenda items for next Board meeting</p>	<p>Vote for new Board Member Vote for Board Secretary Discuss meetings for each month after September.</p>	
	<p>XIII.</p>	<p>Evaluation of Executive Director (Closed Executive Session)</p>	

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

By:



Marina Franco, Acting Secretary