

HOUSTON RECOVERY CENTER LLC
Minutes for Meeting of Board of Directors
September 27, 2019

The undersigned, being the duly appointed Secretary of Houston Recovery Center LLC (the "Corporation"), hereby certifies that the following are true and correct: Minutes of the September 27, 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 September 24, 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 7:04 am in the Houston Recovery Center training room, (150 N. Chevreuil), 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></p> <p>Kay Austin- Present Arlo Welge, MD- Resigned John M. Mills- Present Elizabeth L. Numally- Present Bennie Crane Hellums- Present Scott T. Basinger, PhD- Present Tom Fiksch- Absent Susan Little- Resigned</p> <p><i>Ex-Officio</i></p> <p>Andy Ickens- Absent David Perse, MD- Absent Stephen Williams- Absent Wendy Bairnbridge- Absent Bryan Bennett- Absent</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 Marina Franco the Administrative Assistant and Acting Secretary were also present at the meeting. Ms. Ursula Williams Legal Counsel for the Board was present.</p>	
III	Reading of the draft Minutes	<p>Dr. Scott Basinger moved to approve minutes, Mr. John Mills seconded the approval of the July 11, 2019 draft Minutes. The Board unanimously accepted.</p>	<p>The Board unanimously agreed to discuss Minutes later in the meeting.</p>
IV	Opportunity for Public Comment	<p>There was no comment from members of the public.</p>	<p>See public sign-in sheet.</p>
V	Reports from Executive Director Exh. A	<p>Ms. Austin recognized Mr. Kincaid for the report from the Executive Director. Mr. Kincaid highlighted the activities of July and August 2019 (Exhibit A and B respectively) Mr. Kincaid met with Director of Inmate and TIOB and Dr. Karan with the MD Anderson Cancer Center to discuss options for providers prescribing MAT medications. Mr. Kincaid had a meeting with Ms. Trina Willis from Harris County Diversion Court to discuss HRC providing an RSS for the STAR Drug Court. He also met with Council Member Cisneros, by invitation from her office to discuss future funding for HRC Partners in Recovery Program; replacing the 17-15 funding. Leonard also met with Houston Recovery Initiative and Prevention Groups; the purpose of this meeting is for the Houston Recovery Initiative and the Prevention Coalitions in the Houston region to get to know each other and discuss how we can work together. Mr. Kincaid had a meeting with Council Member Robert Gallegos, by invitation from her office to discuss future funding for HRC Partners in Recovery Program; replacing the 17-15 funding. He had a conference call with Lisa Mayes of IRI to discuss Evaluation Proposal and Facilitation Impact Award. The International Association of Facilitators (IAF) announced the 2019 Facilitation Impact Awards. IRI received the</p>	

Gold level award for our strategic planning process. HRC was one of the ten initiatives to be selected from an international list of applicants. Leonard attended a pre-audit meeting. Mr. Kincaid attended a meeting with Harris County Jail staff to discuss providing Naxxon to individuals who are opioid dependent as they are being released from jail. Presentation and Tour for Frontline TA providers from NY Department of Health and Mental Hygiene. He attended the City Council mtg. HRC 2019-20 budget was on the agenda. The budget was approved with no objection or questions. Leonard also met with Assistant Chief Baimbridge to discuss Sharing Data. The Chief is interested in exploring options for improving outcomes with repeat offenders. Mr. Kincaid met with Elisa, Scott and Tom to discuss Strategic Planning and Development Plans. He attended several meetings with staff from Legacy Community Health to explore possible opportunities for collaboration. Leonard had a meeting and Tour with Reps from St. Joseph- Maria Sprague, Don Johnson, Suzanne and Julie Cross. This group recently joined St. Joseph and are interested in improving our working relationship.

Exh. B

Then in August Mr. Kincaid had an interview at W. Haywood Burns Institute. A team of HRC staff conducted interviews of key decision-makers and other stakeholders in order to begin understanding the particular roles, policies and practices of select justice agencies in the jurisdiction. Leonard attended part of the Family Focused Recovery Support Specialist training for staff. He also met with representative from the City of Houston to discuss Opioid abuse and HRC's Programs addressing this issue. Mr. Kincaid hosted a site visit for the Glassell Foundation representatives. This visit was set up by one of HRC's TAG members. The meeting went very

well. Leonard met with representative from the STAR drug court as they are requesting that we staff the court with an RSS which they will fund. He attended and was a Plenary Panel Presenter at the Veterans Mental Health Summit. Mr. Kincaid had a site visit and toured for a Harvard Kennedy School Fellow. The visit focused on pre-charge diversion service providers. Leonard had a conference call with the Associate Professor of Nursing at UT Health San Antonio School of Nursing to discuss getting access to Narcan for Harris County Jail. He had a site visit and tour with Tracey Manese, a reporter for "The Examiner". See article attached. Mr. Kincaid met with Asst. Chief Dainbridge and Suzanne to discuss frequent client's data and how to share information. Leonard met with and toured staff from the Austin Solering Center.

Mr. Kincaid discussed our Pro-Active Service Model and our growth since opening IIRC in April of 2013. Leonard discussed the increase of expenses lately due to the increase of numbers at the center.

Mr. Mills discussed the current grant schedule and the recommendation by the Finance committee to invest short-term excess cash balances with the Bank of Texas. He then reviewed the financial statements for May and June 2019 as well as the Draft of the Audit report. (Exhibit C, D and E respectively) John stated that there was amendment that needed to be noted in the financial highlights of the Audit draft report. He stated that instead of \$591,000 of grants received from other local governments it should actually read \$503,000. Mr. Mills moved adoption of the May, June 2019 statements and the Draft Audit report with the amendment. Dr. Scott Hasinger approved and Judge Hellums seconded and everyone voted in favor to accept.

The Board unanimously accepted the financial statements.

VI. Report from the Finance Committee
John Mills
Exh. C, D and E.


VII.	Report from Programs, Evaluation and Development Committee (Dr. Basinger)	Dr. Basinger shared the Programs, Evaluation and Development (PE&D) Committee's report. He discussed the third party 45-page evaluation that was performed by the University of Texas Health Science Center Houston.	
Exh. F	VIII. Report from Compensation Committee	Dr. Basinger also discussed the Board's contributions to the Houston Recovery Center and invited everyone to make a contribution. Mr. John Mills stated that there is no report at this time and that they would be meeting after the Board meeting.	
IX.	Strategic Planning Update	Mr. Tom Fritsch was absent and no report was presented.	
X.	Vote for Board Secretary	Dr. Basinger moved to approve the vote to appoint Mrs. Elizabeth Nunnally as the Board Secretary. Judge Hellums seconded and the Board voted in favor to accept. Board chair Ms. Angie appointed Mr. Tom Fritsch as the Board treasurer to replace Mrs. Nunnally and he will be asked to join and attend Finance committee meetings.	The Board unanimously Approved Mrs. Elizabeth Nunnally as the Board Secretary.
XI.	Board Vacancies	Ms. Austin discussed Board resignations by Dr. Welge and Ms Little. The Board discussed the vacancy by Ms. Beavers prior to these recent resignations and stated that two positions are to be filled by The Star of Hope. They decided to invite potential board candidates to attend November meeting.	
XII.	Board Development	The Board discussed and set the Board retreat date of October 19, 2019. This will be facilitated by Mr. Tom Fritsch and we will discuss Board roles, expectations, communication, process of adding or removing new Board Members. Ms. Austin stated that	

she invited Dr. Langalsner to come to the Board Retreat and give a presentation about the HEROES program.

XIII	Discussion of agenda items for next Board meeting	The Board agreed that they will discuss Board candidates and forward all suggestions to Mr. Kincaid prior to next meeting.
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There being no further business, the Board adjourned approximately 7:24 pm.

By:



Elizabeth Nunnally, Board Secretary