

**HOUSTON RECOVERY CENTER LGC**  
**Minutes for Meeting of Board of Directors**  
**January 11, 2018**

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 11, 2018 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 8, 2018, 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 pm in the Houston Recovery Center training room, (150 N. Chenevert), Houston, Texas 77002.	
II. Roll call, confirm presence of quorum (Chair)	<p>The Chair recognized Ms. Tracy Beavers as Secretary and Ms. Ashley Ochoa as Recording 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            Bonnie Crane Hellums- Present            Scott F. Basinger, PhD- Present</p> <p><i>Ex-Officio</i>            Andy Ickens- Absent            David Perse, MD- Absent            Stephen Williams- Absent            Wendy Baimbridge- Absent; William Stoney represented on behalf of Chief Baimbridge</p>	The Chair announced that a quorum of the Directors was present.

	Mr. Leonard Kincaid, Executive Director of Houston Recovery Center and Ms. Ursula Williams, Legal Counsel for the Board were also present at the meeting.	
III. Reading of the draft Minutes	Dr. Weltge moved and Dr. Baslinger seconded approval of the November 2, 2017 and December 7, 2017 draft minutes. The Board unanimously accepted.	The Board unanimously approved the draft Minutes.
IV. Opportunity for Public Comment	There was no comment from members of the public.	See public sign-in sheet.
V. Report from Executive Director	<p>Mr. Kincaid reviewed the meetings and activities of November and December 2017 (Exh. A and B respectively). Mr. Kincaid has met with the Downtown and Midtown Management Districts who are pleased with the Public Intoxication Transport (PIT) Program and have agreed to continue supporting and expanding the PIT—Northside Management District will no longer continue with the PIT Program; is working on a website redesign to move forward with marketing and development goals; met with representatives of the Houston Methodist Hospital to explore a formal referral process with the hospital; is operationalizing the Houston Recovery Initiative strategic plan; organized the Care Coordination Planning Team to improve care coordination for clients with a substance use disorder that are high utilizers of high-cost services; met the new CEO of The Harris Center for Mental Health and IDD; met with United Health Care to discuss our service model and target population and the possibility of being a provider in their network; and provided information on our programs to interested entities in Chicago, Illinois and Austin, Texas.</p> <p>Judge Hellums joined the meeting.</p>	

	<p>The Board discussed opportunities for expanding the PIT Program based on additional resources such as funding for vehicles and staff.</p>	
<p>VI. Report from Finance Committee (J. Mills)</p> <p>a. Recommendation on the Fiscal Year 2019 budget</p> <p>b. Financial report and presentation of monthly financial statements</p>	<p>Dr. Weltge gave the report on behalf of the Finance Committee. Dr. Weltge presented the proposed Fiscal Year 2018-19 budget (Exh. C) noting the only substantial change being a \$76,000 reduction in cost largely from cost shifting of health insurance to the 1115 Waiver budget. Dr. Weltge moved for adoption of the FY19 budget; Dr. Basinger seconded the motion.</p> <p>Dr. Weltge reviewed the financial statements for October and November 2017 (Exh. D and E respectively). Dr. Weltge shared the funds are well-managed and the City of Houston would be wise to entrust the low-barrier shelter with the Houston Recovery Center for the financial management. However, if the funding for the 1115 Waiver or other sources ended, there would be need to support the programs. Dr. Weltge moved adoption of the October and November 2017 financial statements. The motion was seconded by Dr. Basinger. The Board unanimously adopted.</p>	<p>The Board unanimously adopted the FY19 budget.</p> <p>The Board unanimously accepted the financial statements.</p>
<p>VII. Report from Programs, Evaluations and Development Committee (Scott Basinger)</p> <p>a. Discussion regarding funding opportunities – Plan for seeking foundation funding in support of agency programs</p>	<p>Dr. Basinger shared the Programs, Evaluation and Development (PED) Committee's report. Dr. Basinger highlighted for development their work on foundation networking Initiative; the ambassador program being led by Milby Dunn; the draft website redesign; recommendation to participate in a new Screening Brief Intervention Response and Treatment (SBIRT) grant application with the Baylor College of Medicine with Baylor as the lead; update on the UT School of Public Health analysis which allows the Houston Recovery Center to publish a manuscript.</p>	

<p>VIII. Report and discussion of City of Houston request for Houston Recovery Center to manage operation of a homeless shelter (Leonard Kincaid)</p>	<p>Mr. Kincaid shared the City of Houston's request for the Houston Recovery Center to operate and manage the low-barrier homeless shelter.</p> <p>The Board discussed their desire for further information and will be following up.</p>	
<p>IX. Board Development (Kay Austin)</p> <p>a. Updates— Confirmation New Board Members</p> <p>b. Board meeting schedule for 2018</p>	<p>Ms. Austin shared Ms. Susan Little and Mr. Tom Fritsch have been recommended to the City by the Board. The City of Houston will need to approve new Board Members.</p> <p>The Board reviewed the monthly proposed schedule which is bimonthly. The Board would like to see a proposed schedule with monthly meetings.</p>	
<p>X. Discussion of agenda items for next Board meeting</p>	<p>The Board discussed the next regular meeting which is scheduled for Thursday, March 8, 2018, 1 pm at the Houston Recovery Center.</p> <p>The Board is planning to hold a meeting February 1, 2018, 1 pm to learn more about the homeless shelter with the understanding there may be an additional ad hoc special meeting for the homeless shelter.</p>	
<p>XI. Evaluation of Executive Director (Closed Executive Session)</p>		

There being no further business, the Board adjourned approximately 3 pm.

By:

  
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 Tracy Beavers, Secretary