

HOUSTON RECOVERY CENTER LGC
Minutes for Meeting of Board of Directors
February 1, 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 February 1, 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 29, 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 as Recording Secretary for the meeting. The roll as noted below:</p> <p><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- Absent</p> <p><i>Ex-Officio</i> Andy Ickens Absent David Perse, MD- Absent Stephen Williams- Absent Wendy Baimbridge- Absent; William Stancy 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	Tracy Beavers moved and John Mills seconded approval of the January 11, 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 talked about the expansion of the parking situation. Written approval was received from Txdot with signature however Mr. Kincaid was directed to contact others involved with the fence to move forward. Mr. Kincaid stated he sent paperwork to Ike, regarding fencing and parking. Ike investigating issues now.</p> <p>Tom Davis provided information about fencing procedures. Should further issues arise Mr. Davis asked they be directed to him.</p> <p>Mr. Kincaid discussed the construction process near the front of Houston Recovery Center- new entry and exit to street to be provided to the center.</p> <p>Dr. Arlo Weltge, Bonnie Crane Hellums joined the meeting</p> <p>Mr. Kincaid anticipating opening of street within the next couple months. In the interim, some meetings will be moved to convene elsewhere due to lack of parking available.</p> <p>Mr. Kincaid shared power point presentation regarding organizational activity outcomes for 2017. (Exh. A)</p> <p>Numbers provided in drop in jail admissions for public intoxication. From 2012-2017 94.7% drop. Weather events: Ice apocalypse – designated as warning station announced</p>	

	<p>during Mayor's press conference. Reached capacity for all 3 nights. Did not have to increase staff for the nights center provided shelter as warming station. Brandon, Star of Hope employee and his family, brought approximately 15 boxes of pizza on Weds night; enough to feed everyone including staff. Mr. Kincaid shared letter written to Hank Rush for supplies. (Exh. B) All individuals housed at center left with a bag of supplies from all the supplies donated. Remainder of supplies were given to Star of Hope</p>	
<p>VI. Report from Finance Committee (J. Mills)</p> <p>a. Financial report and presentation of monthly financial statements</p>	<p>NO report</p>	
<p>VII. Report from Programs, Evaluations and Development Committee (Scott Basinger)</p>	<p>No report</p>	
<p>VIII. Report and discussion of City of Houston request for Houston Recovery Center to manage</p>	<p>Mr. Kincaid and Tom Davis of the City of Houston discuss request for the Houston Recovery Center to operate and manage the low barrier homeless shelter.</p>	

<p>operation of a homeless shelter (Leonard Kincaid, Tom Davis)</p>	<p>William Stanley joined meeting on behalf of Chief Baimbridge</p> <p>Individuals polled on the street to assess their willingness and comfort level staying in a proposed shelter, if one was created. This facility will be more of a transitional facility providing security and structure. Not providing shelter for animals. Will look into policy regarding service animals.</p> <p>Issues for homeless population: the security of their personal belongings. Low barrier shelter will only be for the evening and overnight stay. No bathing or eating allowed in this shelter. Ideally population would be directed to other collaborating agencies during the day for extra assistance, counseling and additional resources. Low barrier shelter is expected to be in metro lot where buses are normally parked overnight. Shelter will be completely enclosed behind fence for privacy and security. Fence will have gates and plastic sliding for this purpose. Pedestrian gate and metal detector inside. Pathway through parking lot through N. San Jacinto to appease nearby neighborhood. Working out logistic details with Metro. Houston Recovery Center to provide management, no costs to us. City will pay cost for staff, rental of items. Organization will only lose Leonard for startup. Intention is to operate shelter 6 months to a year.</p> <p>Site would provide individuals with sleeping mats, delineation of individual spots, porto-cans, lighting would be the same as it is now at bus barn,(perimeter around the yard but overhead would be out at night). Cameras presently monitoring exterior of bus yard. Won't monitor inside the shelter. Houston Recovery center is welcome to have cameras installed at center's expense. Traifer will be</p>
---	--

onsite for staff, offices etc. Lockers available for a period of time issued to Individual sleeping at shelter. Extra storage will be transported by the city to east end (McKinney area owned by the city). Details need to be worked out on accessibility to individual's items in storage. HPD presently allows access to items and will discard if left unchecked for longer than 90 days. Capacity would be 75-100 Individuals for the shelter.

No word of additional shelters. This is a pilot project and success will determine if more are necessary. Kay Austin asked about case management and recovery coaches. Will that staff be housed in onsite trailer? Purpose of this project is to feed population into Way Home program. HMI (?) numbers will hopefully be entered into database as individuals enter the low barrier shelter.

Ordinances can be enforced once this shelter is open is the idea. Mr. Kincaid explained process of check in for individuals in San Antonio. Thumb print discussed as method of checking in.

Ms. Austin inquired about security/oversight at storage facility where access is located.

William Stanley reported that HPD estimates 90% of items in storage population never come back to claim. Mr. Davis will look into policy for storage with Mark.

Details about process of locker storage and transient population discussed. Betty Nunally discussed possibilities of working with service animals. Star of Hope has extensive experience and can be a resource for service animal policies. Mayor has not officially announced when shelter is to open. Dispute

between ACLU and city resolution is close and outcome will include opening of the shelter. Mr. Kincaid, presently working on staffing of shelter with leadership team and has visited San Antonio site for direction. Large consideration for staffing is from Star of Hope. Logistics will need to be discussed for privacy and possible barrier against viewing from the street. Mr. Kincaid stated climate control needs to be considered as well for population as well as office staffing onsite.


Mr. Kincaid would need to be dedicated to this project for startup initially. Mr. Kincaid shared he has managers on both program and projects that do not require him to be present thus allowing him to work on start up with shelter. Already identified personnel with lived and professional experience to be a director of the shelter. Mr. Kincaid stated that he has preliminary budget completed to consider number of staff necessary for shelter. Mrs. Nunnally inquired about immediate and long term risk to organization. Mr. Kincaid believes risk is low with necessary control mechanisms in place. Ex: staff that understand this population and have worked with them. As well as security that is already built into the service model. Ms. Austin inquired about insurance for this project. Shelter project will have policy separate from the Houston Recovery Center. The center would have to acquire the policy however the city would pay for it.

Dr. Weltge asked how the city will fund the services of Houston Recovery Center managing the shelter. Mr. Davis stated reimbursement for costs expended by the project is the method the city will use to compensate the center for managing the shelter. Board members discussed Start up costs for project.

		<p>Mr. Davis emphasized Houston Recovery Center would need to come to an agreement of Low Barrier Shelter project budget before project goes to council for approval.</p> <p>Concerns mentioned by board; Expense to lay employees off after the proposed 6mths to a year contract expires, would be a liability for the Houston Recovery Center. Discussion of policies necessary to address adolescent or those aging out of foster care mixing with adult population. Recommendation: Talk with Joel Lavigne to get clarity.</p> <p>Finance committee to discuss Houston Recover Center's liability and responsibility on start up and when contract ends.</p>	
IX. Board Development (Kay Austin)		No confirmation at this time.	
a. Updates— Confirmation New Board Members			
X.	Discussion of agenda items for next Board meeting	<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>Proposed Agenda items:</p> <p>Proposed budget for Low Barrier Shelter.</p> <p>Policies necessary to address adolescent or youth aging out of foster care</p> <p>Mr. Kincaid to provide to Scott Basinger an overview of low barrier shelter programming</p> <p>Discussion on Formation of Separate HRC Support Foundation</p>	
XI.			

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

By:



Tracy Beavers, Secretary *Acting Secretary,*
Ursula N. Williams