

HOUSTON RECOVERY CENTER LGC
 Minutes for Meeting of Board of Directors
 November 14, 2019

The undersigned, being the duly appointed Acting Secretary of Houston Recovery Center LGC (the "Corporation"), hereby certifies that the following are true and correct Minutes of the November 14, 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 November 8, 2019, in the same manner and location as required by law of the City of Houston, Texas (the "City").

Summarize d Agenda	Discussion	Decision & Follow-Up
1. Call to order (Chair)	The meeting was called to order by Chair Kay Austin at approximately 1:17 pm in the Houston Recovery Center training room, (1500 McGowen Suite 250), Houston, Texas 77004.	
II. Board introductions roll noted. confirmation presence of quorum (Chair)	Ms. Austin appointed Ms. Marina Franco to call the roll. The following Directors were present: <i>Officio</i> Kay Austin- Present John M. Mills- Present Elizabeth T. Nunnally- Present Judge Donnie Crane Hellums- Present Scott F. Basinger, PhD- Present Tom Fritsch- Present <i>Ex-Officio</i> Andy Ickens- Present David Perse, MD- Absent Stephen Williams- Absent Wendy Hambridge- Absent Bryan Hemmel- Present Ms. Cirula Williams	Ms. Austin announced that a quorum of the Directors was present.

	Legal Counsel for the Board was present. Mr. Leonard Kincaid, Executive Director of Houston Recovery Center, Marina Franco the Executive Assistant and Mr. Warren Hollerman were also present at the meeting.	
III. Reading of the draft minutes	Dr. Basinger moved to approve minutes, Mr. Tom Fritsch seconded the approval of the September 27, 2019 and the October 19, 2019 draft minutes. The Board unanimously accepted.	The Board unanimously approved the draft minutes.
IV. Opportunity for Public Comment	No members of the public made comment at this time. Technical Advisory Group members and facilitators made comment during the Retreat.	See public sign-in sheet.
V. Reports from Executive Director Exh. A & B	Ms. Austin recognized Mr. Kincaid for the report from the Executive Director. Mr. Kincaid highlighted the activities of September and October 2019 (Exhibit A and B respectively) In September, Mr. Kincaid stated that HRC completed an application to the City for funding to support The Partners in Recovery Program at \$427,013 per year for the next two years. He met with Pink Cilantro to discuss a possible media campaign project. The goal of this project would be to raise awareness of the work of HRC and to educate the community on unhealthy drinking limits. Leonard and the HRC Administration staff moved into the new McGowan administrative offices. Much of the credit goes to Marina Franco. She found the location, negotiated the lease, arranged and managed the move. The HRC Director of Development and Leonard met representatives from the Hamrell Foundation. This meeting went very well. HRC was invited to submit an ask of \$50,000. Mr. Kincaid was the keynote speaker for the ASAP annual meeting. ASAP is a membership organization made up of Substance Abuse Service Providers from across the state. Leonard had a conference call for the National Sobering Collaborative planning committee. HRC played a lead role in planning this event from recruiting partners to inviting and	


	<p>enrolling attendants. In October Leonard met with and provided a tour for representatives from the Henwn Foundation. He attended an Advisory Board meeting for Metro. The agenda for this annual meeting was to review if the Metro Police training protocols. Mr. Kincaid attended the National Sobering Collaborative conference in Washington D.C. The conference was attended by Sobering Centers from across the Country. HRC was joined by Sheriff Gonzalez, Major Mike Lee and Medical Director Alicia Krwalchuk. He met to discuss Opioids with Angelina Esparza to discuss the Frontline Project. The Frontline Project (a City of Houston project collaboration with the City Fire Department and HRC to provide Naloxone and training on administration, Referral, treatment and recovery support services for individuals treated by ITD for opioid overdose) Leonard had a conference call to discuss to 2020 National Recovery Rally. This rally is held annually in major cities around the Country and Houston has been chosen to be host it in 2020. He also discussed the Harris County Community Supervision and Correction Dept. pilot project to pair two Recovery Support Specialists with two probation office staff.</p>	
<p>VI. Report from the Finance Committee John Mills Exh. C and D</p>	<p>Ms. Austin turned to discussion over to Mr. John Mills for the Financials. Mr. Mills stated that the total cash & cash equivalents totaling \$2,602,840.00 for the month of September. He also stated that the total Assets were \$3,104,810.00. John stated the total expenditures were 5381,291.00. Mr. Tom Fritsch moved to approve all Financials and Ms. Austin seconded. The Board unanimously accepted the financial statements.</p>	<p>The Board unanimously accepted the financial statements.</p>

<p>VII. Report from Programs, Evaluations and Development Committee (Dr. Bassinger)</p> <p>Exh. E</p>	<p>Dr. Bassinger reviewed the Development Report (Exh. E respectively) and stated that the Board of Directors Annual Giving had yielded 100 percent Board participation and we had raised \$1,350. He also gave an update on grants; we received \$1500.00 from The Hurry S. & Isabel C. Cameron Foundation. We also have a major pending donation of \$50,000 from The Gullen Trust for Health Care. Dr. Bassinger stated that we had a major decline from The Brown Foundation, Inc. for \$50,000. HRC also has two upcoming grant visits from the Andrews Foundation and The John M. O'Quinn Foundation. He also stated that our Year-End Outreach/Developments were to Follow up with pending grants proposals by December 4, with The Medallion Foundation, Inc., The Glassell Family Foundation – Van Donation pending and The John S. Dunn Foundation. Dr. Bassinger also stated that we have Public Funding Pending for 2020/2021 by the Texas Health and Human Services for \$350,000. He said that there are Current/Ongoing/Developing Projects such as the Ambassadors Circle Spring Dinner Event - Date to be Determined, the Member Recruitment Event, we are also the following pending a donor database + merchant services, a Community Media Campaign and Better Business Bureau Charity Accreditation. He stated that still pending is a Conflict of Interest Policy, Charity Effectiveness Policy, a Greater Houston Community Foundation Donor Houston Profile and HRC Administrative Office Open House - early 2020. Dr. Bassinger stated that we should have the last evaluation done really soon. We should also have the publication on Client J finished soon.</p>
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VIII.	Strategic Planning Update	Mr. Fritsch stated that he wanted to plan the SWOT analyses as soon as we bring on the Board Members.
IX.	Report from HR Committee	Mr. John Mills stated that the HR committee has been formed and they have reviewed last year recommendation. He stated that the Board must fill out the annual evaluation for the Executive Director due by Dec. 6, 2019.
X.	Board Vacancies	Ms. Austin discussed the last two visitors and potential Board Candidates as well as the two Star of Hope seats on the Board. Dr. Basinger then nominated Ms. Lauren Anderson.
XI.	Board Development	Ms. Austin stated that once new Board Members have joined they will discuss SWOT analysis, funding options and a new HRC Program.
XII.	Discussion of agenda items for next Board meeting	Ms. Anderson's possible nomination. Discuss Case Study and SWOT analysis. Discuss funding options. Discuss another HRC program at next meeting. Update on Riverside Project January Executive Session.

There being no further business, the Board adjourned approximately 2:24 pm.
Note: Executive Session canceled.

By:


 Elizabeth Nunnally
 Board Secretary