

HOUSTON RECOVERY CENTER LCC
 Minutes for Meeting of Board of Directors
 Via Zoom at link below:

<https://us02web.zoom.us/j/85035291468?pwd=alUyNzhqNlJlTmZSZ3k0bnE5aGx0c0Z09>
 June 4, 2020

The undersigned, being the duly appointed Secretary of Houston Recovery Center LCC (the "Corporation"), hereby certifies that the following are true and correct Minutes of the June 4, 2020 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 June 1, 2020, 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 Ms. Kay Austin at approximately 1:08 pm on the virtual meeting via zoom.	
II. Roll call, confirm presence of quorum (Chair)	<p>Ms. Austin recognized Ms. Marina Franco as Recording Secretary for the meeting. Ms. Franco called the roll as noted below:</p> <p><i>Officio</i></p> <p>Kay Austin- Present John M. Mills- Present Elizabeth E. Nunnally- Present Judge Bonnie Crane Hellams- Present Scott F. Dasinger, PhD- Present Tom Frutich- Absent Randall Houston- Present Warren Holloman- Present Buell Jones- Present</p> <p><i>Ex-Officio</i></p> <p>Andy Telcons- Absent David Perse, MD- Present Stephen Williams- Absent Wendy Bainbridge- Absent</p>	<p>Ms. Austin announced a quorum of the Directors was present.</p> <p>Mr. Jones joined the meeting at 1:22 pm</p>

	<p>Mr. Leonard Kincaid, Executive Director of Houston Recovery Center, Ms. Ursula Williams, Legal Counsel for the Board and Marina Franco - Executive Assistant Houston Recovery Center were also present at the meeting.</p>	
<p>III. Reading of the draft Minutes</p>	<p>Judge Hellans moved to approve minutes. Mr. John Mills seconded the approval of the April 30, 2020 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 for April and May Exh. A & B</p>	<p>Ms. Austin recognized Mr. Kincaid for the report from the Executive Director. Mr. Kincaid highlighted the activities of April and May 2020 (Exhibits A & B) in April Leonard had a meeting with staff to review and update protocols for the Multi-Visit Patients (MVP's) referrals from Ben Taub. Ben Taub has engaged a national consultant that specialize in working with safety net hospital with a focus on driving down re-admissions. He also had a meeting with staff to develop HRC operation and staffing plans in response to the stay homework safe order issued by the County Judge and the Mayor. HRC has been able to maintain all program services consistent with expectation from our funders. Mr. Kincaid had the monthly conference call with the Homeless and Street Population Initiative. These meetings provide updates on progress being made. Leonard attended a zoom conference call with the following program staff to receive performance updates: The Sheltering Center operation, Frontlines project, Partners in Recovery Program, and the SAMHSA project. Also continued to hold weekly zoom meetings with management team. He was invited to have access to COVID Testing services for our clients that included Transport to the test site and an isolation housing facility where individuals could stay while waiting for test results. Leonard attended ongoing zoom</p>	<p>Exh. A & B</p>

meetings as we plan for the 2020 National Recovery Celebration to take place in September in recognition of National Recovery Month. Key staff and I completed Cybersecurity training. This training is web based and is now required for all key staff on federal grants. He attended monthly conference call with SAMHSA Grant Project Officer for Project Reach. This GPO like to be kept current on what's working and what's not. He was very interested in hearing what impact the coronavirus was having on our program, our organization and our city. Staff participated in an agency wide staff meeting to celebrate HRC's 7th year Anniversary via Zoom. We had great attendance and very positive feedback.

In May he attended a zoom meeting on Homeless and Street People's Initiative. This group continues to work on a plan that will increase housing opportunities for the Homeless. They are also looking into the Cares Act Funds that might be accessible to both the city and the county. Mr. Kincaid had a conference call with staff from Texas Health and Human Service Commission to discuss establishing a Peer Specialist Support service using a 1-802 # staffed by highly experienced peer specialists. This service is being requested to help address the increase rate of relapse in this population. Sam of Hope women facility was able to provide us with several of the Non-conflict infrared thermometers. He had a call with the Sterling consulting firm to discuss their method of conducting a strategic planning. Kay and I had a conference call with Dr. Perse, Stephen Williams, Asst. Chief DeLbridge and Andy Leary, HRC's ex-official board member to discuss the Houston Recovery Center Upcoming Strategic Plan development. Each has agreed to serve on the strategic planning work group.

		<p>He had a conference call with the National Sobering Collaborative Board. We've decided not to have an in person meeting this year. However, we are exploring having a Virtual meeting with a goal of keeping in contact with other sobering centers around the country. Mr. Kincaid had a conference call with 2 representatives from Commissioner Ellis's office and one from County Judge Lisa Hidalgo's office. One of the individuals from the Commissioner's office is the lead staff on the Reverside project. The focus of the meeting was to get my opinion on what services are needed and why. We held our quarterly Care Coordination Planning Team meeting. This team is made up of providers that HRC shares clients with and experts in data management. Participants include representatives from Greater Houston Health Connect, The Harris Center, Harris Health, the Network of Behavioral Health Services, PCIC, Att. Lisa Dahun and others. The goal of this group is to identify the frequently served clients that show up in our service sites, to assist us in coordinating their care, to better understand their service usage patterns, their service needs and the cost of services they are using.</p>	
VI.	Report from the Finance Committee March 2020 Financials,	<p>Mr. Austin turned the discussion over to Mr. Joan Mills for review of the March 2020 Financials. (Exhibit C) Mr. Mills mentioned that though we have March and April listed on the Agenda, we will only cover March financials. He went over the total assets, total liabilities, net assets, total revenues, and total expenditures for the month of March. Ms Austin entertained a motion to approve grant budgets, Mr. Mills moved to approve Financials and Mr. Basinger seconded. The Board unanimously approved March financial statement.</p>	Exh. C The Board unanimously approved March financial statement.
VII.	Report from Programs,	<p>Dr. Basinger reviewed the Programs, Evaluations and Development Committee</p>	Exh. D

Evaluations and Development Committee	report. (Exh. D) He recognized Judge Holmans for her contribution on "Giving Tuesday". Mr. Basinger gave an update on fourth quarter outreach. He went over pending grants and recognized Ms. Elisa Dreghorn and the wonderful job she is doing.	
VIII. Report from the Compensation Committee	Ms. Austin moved the discussion over to Mr. John Mills for a report from the Compensation Committee. Mr. Mills stated that the committee (Ms. Nunnally, Mr. Basinger and Mr. Mills) met with Mr. Kincaid on May 20, 2020 and they established 5 goals that he would work on throughout the year.	
IX. Board Retreat planning	Ms. Austin expressed to the board that there are several consultants they are considering to be facilitators for the Strategic Planning process. She has already met with a few and there are a few left to meet with. She proposed to wait to vote until after they have met with all. Ms. Austin will bring recommendations to the board for a vote at the next meeting.	
X. Board Development	Ms. Austin stated that the Board had discussed wanting to add an Executive Committee. She referred to our legal counsel Ms. Ursula Williams to clarify the rules around this. Ms. Williams stated that according to the bylaws it's at the Board discretion to create a committee to conduct business if at least two Board members join the committee. Ms. Austin opened the topic for discussion. Mr. Basinger stated that he saw a need based on important decisions that must be made and are time sensitive. Ms. Austin referred to Ms. Williams on how to proceed and set this committee up. Ms. Williams recommended that there should be a description, powers and guidelines outlined and brought back to the Board for consideration. Ms. Austin requested that Ms. Nunnally, Mr. Basinger and Mr. Kincaid present those guidelines to the next Board meeting. Ms. Austin then welcomed the new Board members and invited them to join some of the committees.	

XI. Discussion of agenda items for next Board Meeting	Ms. Austin asked Recording Secretary Ms. France to poll the Board to confirm next meeting date. 7/2/2020 To be determined if it will be a zoom meeting or in person. Board retreat planning and facilitator. Executive Committee guidelines.	
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There being no further business, the Board adjourned at approximately 1:58 pm.

By: *[Signature]*
 Board Secretary