

**HOUSTON RECOVERY CENTER LGC**  
 Minutes for Meeting of Board of Directors

August 6, 2020, 1pm

Via Zoom at link below:

<https://us02web.zoom.us/j/88105097293?pwd=NTY5QjYGF0Z252dFBGVTlnVKUHpzNXhkdz09>

Meeting ID: 881 0509 7293

Password: 288209

One tap mobile

+13462487759

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 August 6, 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 991, 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 August 3, 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 1:01 pm on the virtual meeting via zoom.	
E. 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 T. Nunnally- Present            Judge Bonnie Crane Helton- Present            Scott T. Dasinger, PhD- Present            Tom Fritsch- Present            Randal Houston- Present            Warren Holloman- Present            Attorney Darnell Jones- Present</p> <p><i>Ex-Officio</i></p> <p>Andy Ickers- Present</p>	Ms. Austin announced a quorum of the Directors was present.

	<p>David Porsac, MD- Absent  Stephen Williams- Absent  Wendy Bairbridge- Absent  Commander Bryan Bennett-Present  Legal Counsel- Ms. Ursula Williams- Present  Mr. Leonard Kincaid, Executive Director of Houston Recovery Center, and Marina Fraxon - Executive Assistant Houston Recovery Center were also present at the meeting.</p>	
III. Reading of the Draft Minutes	<p>Judge Hellums moved to approve minutes. Mr. Tom Fritsch seconded the approval of the July 2, 2020 draft Minutes. The Board unanimously accepted.</p>	<p>The Board unanimously approved the draft minutes.</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 for July 2020 Exh. A	<p>Ms. Austin recognized Mr. Kincaid for the report from the Executive Director. Mr. Kincaid highlighted the activities of July 2020 (Exhibit A) Mr. Kincaid attended Mayor's Task Force for Policing Reform Co-Chair Kick-Off meeting. Five committees have been formed to carry out the work of a task force. I've been asked to serve as co-chair of the Independent Policing Oversight Board and the Community Policing Committee. Leonard had a meeting with a Consultant from the Working Partner. This is the third group that we interviewed for conducting and developing HRC's next Strategic Plan. He attended the Network for Behavioral Health Providers monthly meeting. This membership organization made up of Executive Directors and Senior staff from all the major behavioral health organizations from across the city. Mr. Kincaid and HRC held our first pre-planning audit meeting. The audit is scheduled to start on August 24, 2020. Leonard attended new project HALOS meeting. This is a new zoom meeting started to increase contact with staff with a goal of providing additional support during the current crisis. He hosted IPOB and Community Policing Committee Meeting via zoom. Had presentation from the two attorneys and two community members</p>	<p>Exh. A</p>

	<p>that have served on the board. Our task is to review the IPC's performance and make recommendations for improvement if needed. Staff and I attended a conference call with Representatives from Arnold Ventures. We provided an update on our current funding use and discussed plans for our upcoming application. He held a meeting with the Program Evaluation and Development Committee. Provided an update on our program performance and funding. Mr. Kincaid met with the Director of Career and Recovery Resources and toured their new building. They are interested in collaborating and leasing some office space. Leonard had a conference call with Representative from Commissioner Garcia's office to discuss their pilot program for the homeless individuals to include a peer mentor component. Wanted our advice on recruiting, training and work with peer mentors. He held all staff quarterly meeting. Staff is doing well. Still have a great attitude and still motivated and committed to do their job. Leonard received a request for an interview from Director of the International Association of Chiefs of Police, with the University of Cincinnati. Arnold Ventures have invited them to conduct a study of select Sobriety Center including HRC. The Objective is to enhance general knowledge of Sobriety Center and investigate the potential of this service model being replicated in other cities. Mr. Kincaid held our quarterly TAG zoom meeting. Provided members with an update on Programs and stats. He was a guest speaker for the UII Graduate school of Social Work Crisis Intervention Class. Kay and I attended zoom coaching session with Gunderson Consulting. Just want to bring to your attention that we have received notification that our renewal application has been accepted and funding has been renewed for TDCR.</p>	
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VI.	Report from the Finance Committee (May and June 2020 Financials)	<p>Ms. Austin turned the discussion over to Mr. John Mills for review of the May and June 2020 Financials. (Exhibit B and C respectively). Mr. Mills discussed the cash equivalents, account receivables, investments, total assets, liabilities, and net assets for the month of May and June. He then discussed the revenues, expenditures, loss and net assets for the month of May and June listed on the Statement of Activity. Mr. Mills mentioned that most of the loss was as a result of the Board decision to continue the Partners in Recovery Program which was previously funded by the 1115 Waiver money. We had excess cash at the beginning of this year, so we decided to continue this program. Mr. Mills entertained a motion to approve May and June financials. Dr. Basinger moved to approve Financials and Mr. Fritsch seconded. The Board unanimously approved May and June, 2020 financial statements. Mr. Mills appealed to the Board to let them know that this audit will be a bigger audit and the Board has a deadline to submit to the City in October so he is requesting that the Board meet in late September for the Board to review audit prior to submitting to the City. Mr. Mills stated that the Finance Community made a decision to present a Board recommendation due to funding when we have a weakened financial position to obtain a standby letter of Credit in the amount of \$500,000. Mr. Fritsch moved to approve this and Dr. Basinger seconded approval. Mr. Mills stated that we need to keep the PIR program running and HRC currently has enough to carry it for 6 months if money can be used for that. He stated that there is funding pending and we should receive that money in September.</p>	Exh. B and Exh. C The Board unanimously approved May and June financial statements. The Board unanimously approved securing a line of Credit.
VII.	Report from Programs, Evaluations and	Dr. Basinger began with the importance of the PIR program and the impact it has made for many clients. He reviewed the Programs, Evaluations and Development Committee	Exh. D

	Development Committee	report. (Exh.D). He encouraged 100% Board devotional participation this year. Dr. Basinger went over Grant updates and upcoming, ongoing, and completed projects.	
VIII.	Report from the Compensation Committee	Ms. Austin turned the discussion over to Mr. John Mills for a report from the Compensation Committee. Mr. Mills stated that staff Merit pay was approved in July.	
IX.	Board Development	Ms. Austin turned the discussion to Ms. Betty Nunnally to discuss the purpose, power and guidelines for the Executive Committee. Ms. Nunnally presented the Board with a draft for consideration (Exh. E) that discussed the guidelines of which the Executive Committee must abide by. She made a recommendation that one person of each of the current four committees join so that all four committees are represented and thus there will be a quorum if ever one is absent. Judge Hellums suggested that they need to add specific language on this document that states that this committee would be expected to report at the next Board meeting. Legal Counsel Ms. Williams agreed that it should be added and that they will have a report as part of the Agenda at future meetings. Ms. Austin questioned whether or not we would meet timely filing of the meeting should an emergency arise. Legal Counsel Ms. Williams stated that business emergencies do not constitute an Emergency by our standard guidelines but in the event of an actual Catastrophic emergency that may constitute an urgent public necessity. Ms. Austin asked for a motion to approve guidelines as altered and Ms. Nunnally made the motion to approve. Dr. Basinger seconded approval of the guidelines.	Exh. E The Board unanimously Approved the altered guidelines for the new Executive Committee.
X	Board Retreat planning and Strategic Planning update.	Ms. Austin turned the discussion over to Mr. Kincaid to give the update on Board retreat planning and the Strategic plan update. He stated that he is not ready to give a full report until he has been able to get a full analysis of the applications. He gave a summary of the applicant's process and the cost of each one to	

		take us through the process. He stated that one of the applicants offered a pre consulting session for Mr. Kincaid and Kay to help prepare for the Strategic planning session itself.	
XI.	Discussion of agenda items for next Board Meeting	Board retreat planning and facilitation. Added verbiage to guidelines if needed for Executive Committee. Succession plan for Mr. Kincaid. Audit report.	

There being no further business, the Board adjourned at approximately 2:15 pm.

By:   
Board Secretary