

**HOUSTON RECOVERY CENTER LGC:
Minutes for Meeting of Board of
Directors September 24, 2020 @ 1pm
Via Zoom at link below:**

<https://us02.web.zoom.us/j/86233206076?pwd=RW5lNSdFjSFFWzUvZjlyNHQ1a2Z2ZGd1L1E9>

Meeting ID: 862 3320 6076
Passcode: 285247
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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 September 24, 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 September 21, 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 1:03 pm on the virtual meeting via zoom.	
II. Roll call, confirm presence of quorum (Chair)	Ms. Austin recognized Ms. Marina Franco as Recording Secretary for the meeting. Ms. Franco called the roll as noted below: <i>Officio</i> Kay Austin- Present John M. Mills- Present Elizabeth T. Nunnally- Absent Judge Bonnie Crane Hellums- Present Scott F. Basinger, PhD- Present Tom Fritsch- Absent Randall Houston- Present Warren Hollerman- Present Attorney Burnell Jones- Present <i>Ex-Officio</i> Andy Ickaus- Absent	Ms. Austin announced a quorum of the Directors was present.

	<p>David Perase, MD- Absent Stephen Williams- Absent Wendy Dainbridge- Present Commander Bryan Bennett- Present Members of the public- Ms. Sherry Muse and Ms. Michelle Paul were also present at this virtual meeting. Legal Counsel Ms. Ursula Williams- Present Mr. Leonard Kincaid, Executive Director of the Houston Recovery Center, and Marina Franco-Executive Assistant Houston Recovery Center were also present at the meeting.</p>	
III. Reading of the draft Minutes	<p>Dr. Basinger moved to approve minutes. Mr. John Mills seconded the approval of the August 6, 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>No public sign-in sheet. (virtual)</p>
V. Reports from Executive Director for August 2020 Exh. A	<p>Ms. Austin recognized Mr. Kincaid for the report from the Executive Director. Mr. Kincaid highlighted the activities of August 2020 (Exhibit A) Mr. Kincaid announced that HRC has established regular communication with staff from St. Joseph hospital. HRC is working on expanding our Opioid service plan targeting hospitals as a part of the Frontline project. An initial goal is to place a Frontline staff on site at the hospital. This person would serve as the liaison between our two organizations and should help to improve our referral relationship. He had a conference call National Sobering Collaborative monthly meeting. Participation in these calls are continuing to grow with attendees from around the Country. Leonard attended a conference call with the FRONTlines planning grant partners. These calls are being held every two weeks to ensure all parties are kept informed on how the project is going. We think the project is doing well considering the state of things. Some hospitals are letting staff back in. Last week we had a hospital call us directly.</p>	<p>Exh. A</p>

	<p>Mr. Kincaid had a conference call with Elliot, Andy of Gershenson Consulting and Kay. I will share more in my strategic plan update. He had a meeting with area treatment provider to discuss opioid treatment services and housing individuals on MAT. These services are in short supply in the Houston area. We have worked with this provider for over a year and are hoping we can expand this collaboration. Leonard attended the NBHLP Strategic Planning (SOAP) virtual meeting. Mr. Kincaid attended a virtual meeting with a consultant from the Clutch Consulting Group to discuss addiction services mapping. The consultant group was brought in to manage the development of an Advance Homelessness Response System. Our call focused on how addiction impacted homeless and on how our service model targets this population. We were told our service model was an innovative promising practice. He had a conference call with City of Houston Health Department staff regarding additional money for Frontline and Budget for 2020-21. These funds will be used to staff 2 peer and 2 case managers. Leonard had multiple calls with Erica Stafford lead auditor to discuss requested information and answer question regarding the audit. Mr. Kincaid was selected to serve as a member of the City's Task Force of Police Reform.</p>	
<p>VI. Report from the Finance Committee Financial Report and Audits Exh. B and C</p>	<p>Mr. Austin turned the discussion over to Mr. John Mills for review of the Financial Statements, Independent Auditors Report 1-Y 2019 ending June 30, 2020 (Exh. B) and the Financial Statements and Single Audit Report for the year ended June 30, 2020 (Exh. C). Mr. Mills reviewed the draft audit reports and commended the staff for financial management. He reviewed the corrective action that needs to be taken to correct certain items on the reports and noted that others had already been corrected. A motion was made by Mr. Mills for approval of the audit report. Dr. Basinger</p>	<p>Exh. B&C: The Board unanimously approved the draft audit reports.</p>

<p>VII. Report from Programs, Evaluations and Development Committee</p>	<p>moved approval and Judge Helms seconded the approval of the Financial Report and Audits Fiscal Year ending June 30, 2020. The Board unanimously accepted.</p> <p>Dr. Basinger reviewed the Programs, Evaluations and Development Committee report. (Exh. D) He brought the Board's attention to Item #1 on the report about Individual Giving and stated that many grants require 100% board participation in annual board gift. Dr. Basinger gave an update on the grant status and September Developments. He informed the Board about the Rice Capstone project and how HRC could benefit from that project. Dr. Basinger recognized HRC staff for the trainings that they have been holding for the members of the Development Committee.</p>	<p>Exh. D.</p>
<p>VIII. Report from the Compensation Committee</p>	<p>Ms. Austin turned the discussion over to Mr. John Mills for a report from the Compensation Committee. Mr. Mills stated that the committee does not have anything to report at this time.</p>	
<p>IX. Board Development</p>	<p>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 what constitutes an emergency in accordance with the bylaws. She stated that the only emergency would be an act of God Emergency not a business emergency and if we would have to comply with the Open Meetings Act and post 72 hours before the meeting. Dr. Basinger addressed the Board to question if they should cancel idea of the Executive Committee considering they can only meet in an actual Emergency. Ms. Austin stated that they would table the discussion for now as she understands that the Executive Committee would meet if all Board Members could not be present to approve important decisions but would still have to comply with the Open Meetings Act. Legal counsel Ms. Ursula Williams stated that she would get together with Ms. Nunnally to get more clarification on the purpose of this committee</p>	

and discuss next time with the Board so that they can make an informed decision at that point.


Ms. Austin turned it over to Mr. Kincaid to discuss his succession plan. Mr. Kincaid discussed the purpose of a succession plan. He discussed the skillset of an individual that would need to replace him. He discussed some financial challenges to hire someone that he thinks is needed at IIRC to complete the audits. Mr. Kincaid discussed the different strategies depending on the circumstance of his departure. He stated that he is still working on the plan itself and has a team ready to handle things in his absence.

Mr. Kincaid then discussed the pro-planning that needed to be done before IIRC's next Strategic Planning Session. He discussed the space challenges and the lease time frame of the Crensevelt location. He discussed the needs of Community, the need for space to serve clients and the wants of the staff at IIRC. Mr. Kincaid discussed the need to raise funds from the philanthropic community to make some of these things possible. Mr. Kincaid stated that we were encouraged to apply for the Rice Capstone Program and that would be a huge if we got selected for this program.

X. Discussion of agenda items for next Board Meeting

Discussion and Vote on any additions to Executive Committee verbiage in guidelines
Update on strategic consultant applications/board planning

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

By:  Secretary