

**HOUSTON RECOVERY  
CENTER LGC**

Minutes for Meeting of Board of  
Directors January 7, 2021 @ 1pm

Via Zoom at link below:

<https://us02web.zoom.us/j/89588878292?pwd=THMvMjdHOUJRVFphUEJCakE1dGhFQT09> Meeting ID: 895 8887 8292

Passcode: 532363 One

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+13462487799,89588878292#0#,532363# US (Houston)

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 January 7, 2021 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 4, 2021, in the same manner and location as required by law of the City of Houston, Texas (the "City").

<b>Summarized Agenda Item</b>	<b>Discussion</b>	<b>Decision &amp; Follow-Up</b>
I. Call to order (Board Member)	The meeting was called to order by Dr. Scott Basinger at approximately 1:05 pm on the virtual zoom meeting.	
II. Roll call, confirm presence of quorum (Chair)	Dr. Basinger recognized Ms. Marina Franco as Recording Secretary for the meeting. The roll is noted below: <i>Officio</i> <i>Kay Austin- Absent</i> <i>John M. Mills- Present</i> <i>Elizabeth T. Nunnally- Present</i> <i>Judge Bonnie Crane Hellums- Present</i> <i>Scott F. Basinger, PhD- Present</i> <i>Howard Henderson, PhD- Present</i> <i>Randall Houston-Present</i> <i>Warren Holleman- Present</i> <i>Attorney Burnell Jones-Present</i> <i>Ex-Officio</i> <i>Andy Ickens- Absent</i> <i>David Persse, MD- Absent</i> <i>Stephen Williams- Absent</i>	

	<p><i>Absent Wendy Baimbridge-Present Commander Bryan Bennett-Absent Members of the public- Mr. Isaak Doublechez, Ms. Jiaping Zhang and Ms. Michelle Paul were also in attendance. Legal Counsel Ms. Ursula Williams- Present Mr. Leonard Kincaid, Houston Recovery Center Executive Director- Present Marina Franco, Houston Recovery Center Executive Assistant- Present</i></p>	
III. Reading of the draft Minutes	<p>Mr. John Mills moved to approve minutes, Judge Hellums seconded the approval of the November 5, 2020 draft Minutes. The Board unanimously accepted.</p>	<p>The Board unanimously approved the November 5, 2020 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. Report from Executive Director	<p>Mr. Kincaid reviewed the events of October and November 2020. (Exh. A &amp; B) In October Mr. Kincaid attended virtual meeting with a representative from Harris County Health Department to discuss their opioid project. They are interested in accessing our Partners in Recovery and fund us to expand our services of the jail targeting opioid dependent individuals. He attended regularly scheduled virtual meeting, of the Homelessness &amp; Street Persons Initiative #16 and # 17. This group is led by Downtown Business Development District in partnership with Coalition for the Homeless, HRC and a host of other providers. The goal of the group is to increase housing for the homeless and to increase wrap around services. Mr. Kincaid attended regularly scheduled virtual National Sobering Collaborative monthly meeting Sobering Consortium. This group is made up of Sobering Centers from across the country. Our goal is to exchange performance information and promote Sobering Centers as an innovative service model. He had a conference call with representative from City of Houston Health Department to discuss the FRONTline expansion. They have received additional funding and would like for us to provide PIR services; follow-ups, case management and peer</p>	<p>Exh. A</p>

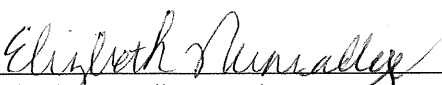
	<p>support for FRONTline referrals. Mr. Kincaid attended virtual meeting to discuss Leadership training for RSS working in the TTOR Programs. HHS has a contract with a National Consultant group to provide training for their grantees. He attended virtual meeting with Harris County Sheriff's Office to discuss expanding HRC Partners in Recovery program. Harris County Jail operates drug treatment for individuals with SUD. We have been a provider partner throughout our history. This call focused on expanding what we are already doing. Mr. Kincaid attended virtual Community Engagement meeting with Harris County Precinct 1 staff. This call provided the opportunity to give a presentation on HRC's scope of services. He attended First Meeting-Rice Capstone. We received an introduction to the students that would be doing the strategic plan and an overview of the process. Mr. Kincaid attended the Downtown Business Development District annual mtg. He participated in this event by giving a brief presentation on HRC and on our partnership with the District. He attended a virtual meeting with staff from Judge Hidalgo's office, Commissioner Ellis' office, and the Harris County Justice Administration Department. Provided this group with a presentation on HRC and its' service model with special focus on PIR. The group seemed impressed and are interested in exploring how we might expand collaboration with the County. Mr. Kincaid attended regularly scheduled virtual meeting with leadership from Network of Behavioral Health Providers. A coalition of ED's from Behavioral Health Organizations from across the County. He Attended regularly scheduled virtual TAG meeting. Mr. Kincaid attended regularly scheduled HRC staff quarterly meeting. The staff was treated to training on how to tell your story by our New Board Member Dr. Warren Holleman. Staff feedback was very positive. Thank you Warren.</p>	
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	<p>In November Mr. Kincaid had a meeting with Auditors and HRC Accounting Consultant. This meeting focused on a review of the recent Audit findings. We received explanation of the findings and suggestions for corrective actions. He met with Representative from St. Joseph to continue our discussion on service collaboration. The representative continues to express an interest in having one of our FRONTline staff office at the hospital at little to no cost. Waiting on a response from Hospital Administration. Mr. Kincaid attended virtual meeting Homeless cross-system planning discussion # 18 and #19. The meeting agenda focused on providing project updates, including the opening of the new mental health hospital. He attended virtual Monthly meetings of the National Sobering Collaborative. Mr. Kincaid attended virtual meeting of the Houston Opioid Response Advisory Group. This group is hosted by HFD and facilitated by Dr. Persse. The goal of the group is to identify and link service providers receiving funding for Opioid services. The objective is to increase efficient and effective use of these funds. He attended a virtual presentation by the Rice Capstone students on the proposed strategic plan. This presentation provides an update on plan development and schedule for balance of the work.</p>	<p>Exh. B</p>
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<p>VI. Report from Finance Committee (J. Mills)</p> <p>Report from the Finance Committee September and October 2020 Financials.</p>	<p>Ms. Austin turned the discussion over to Mr. John Mills for review of July and August 2020 Financials. (Exhibit C and D respectively). Mr. Mills discussed the liabilities, total assets and net assets for the month of September and October.</p> <p>He then discussed the revenues, expenditures, and losses for the month of September and October listed on the Statement of Activity. Mr. Mills stated that some changes have been made to correct the losses by December 2020. Mr. Mills stated that a contractor has been hired to assist the Accounting department with Audit and rollover to the new accounting software.</p> <p>Mr. Mills made a recommendation on behalf of the Finance Committee to approve Financials and Attorney Jones seconded the approval. The Board voted to approve September and October 2020 financials.</p>	<p>Exh. C and Exh. D The Board unanimously approved September and October financial statements.</p>
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VII. Report from Programs, Evaluations and Development Committee (Scott Basinger)	Dr. Basinger shared the Programs, Evaluation and Development (PED) Committees report.(Exh.E) Dr. Basinger highlighted the Glassell Foundation grant status. He also discussed the pending proposals as well as submittal date for some proposals. Dr. Basinger discussed the presentation that Ms. Jarvis presented for members of the Board. He gave an update on the Rice Capstone Project and gave an overview of upcoming	Exh. E
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 he reformatted the evaluation form to be used for Mr. Kincaid annual review. He stated that he will send out a draft for approval and then circulate it to every Board Member.	
IX. Board Development (Kay Austin)	Ms. Austin stated that we will discuss the verbiage for the new Executive Committee at the next meeting. Ms. Austin then turned the discussion over to Mr. Kincaid for a Rice Capstone Project Update. Mr. Kincaid gave an overview and update on the project.	
X. Discussion of agenda items for next Board meeting	The Board discussed the next regular meeting which is scheduled for Thursday, January 7, 2021, 1 pm on Zoom. Executive Committee guidelines. Compensation committee evaluation report and Executive Session.	

There being no further business, the Board adjourned approximately : 2:41 pm

  
 Elizabeth Nunnally, Board Secretary