

**HOUSTON RECOVERY  
CENTER LGC**

Minutes for Meeting of Board of  
Directors February 4, 2021 @ 1pm

Via Zoom at link below:

<https://us02web.zoom.us/j/85312620239?pwd=WmdQbzlvakk2VTNidGxnZlMxZ3k0QT09>

Meeting ID: 853 1262 0239

Passcode: 532538

One tap mobile

+13462487799

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 February 4, 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 February 1, 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 Board Chair Ms. Kay Austin at approximately 1:06 pm on the virtual zoom meeting.	
II. Roll call, confirm presence of quorum (Chair)	<p>Ms. Austin recognized Ms. Marina Franco as Recording Secretary for the meeting. The roll is noted below:</p> <p><i>Officio</i>  <i>Kay Austin- Present</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- Absent</i>  <i>Randall Houston-Present</i>  <i>Warren Holleman- Present</i>  <i>Attorney Burnell Jones-Present</i></p> <p><i>Ex-Officio</i>  <i>Andy Ickens- Absent</i>  <i>David Persse, MD- Absent</i>  <i>Stephen Williams- Absent</i></p>	

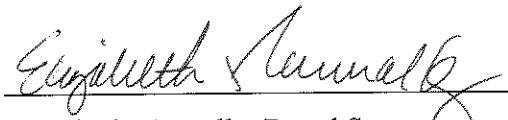
	<p><i>Absent Wendy Baimbridge-Present Commander Bryan Bennett-Present Members of the public- Ms. Jiaping Zhang and Ms. Michelle Paul were also in attendance. Legal Counsel Ms. Ursula Williams- Present Mr. Leonard Kincaid, Houston Recovery Center Executive Director- Present Marina Franco, Houston Recovery Center Executive Assistant- Present</i></p>	
III. Reading of the draft Minutes	Judge Hellums moved to approve minutes, Mr. Randy Houston seconded the approval of the January 7, 2021 draft Minutes. The Board unanimously accepted.	The Board unanimously approved the January 7, 2021 draft Minutes.
IV. Opportunity for Public Comment	There was no comment from members of the public.	See public sign-in sheet.
V. Report from Executive Director	<p>Ms. Austin turned the discussion over to the Executive Director Mr. Kincaid. He discussed what are we trying to achieve and reviewed the HRC Pro-Active Comprehensive Service System for SUD.( Attachment #1 Exh. A) Leonard discussed that HRC would like to get PIR certified by the Substance Abuse and Mental Administration as a best Practice Service Model. He stated why this matters and reviewed some of HRC's programs and funding sources for 2021-22(Attachment #2 Exh. B) Mr. Kincaid stated the reasons why:</p> <ul style="list-style-type: none"> <li>-Attract national recognition</li> <li>- Attract funding</li> <li>- Publish our achievements</li> </ul> <p>And how do HRC should get it done. He reviewed his three primary goal areas in the Capstone Strategic Plan report. (Attachment # 3 Exh.B Cont.) His top priorities are:</p> <ul style="list-style-type: none"> <li>-Fundraising/ marketing/ communication- Elisa Dreghorn and Vicki Powers</li> <li>-KPI Development/ Data Analytics outcomes- Suzanne Jarvis &amp; Data Analytics</li> <li>-Talent Acquisition</li> <li>- Finance Director- Julie Long</li> <li>- Programs &amp; Services- Susana Deltoro</li> <li>- Data Analytics- Position Open.</li> </ul> <p>He also gave a grant update.</p>	Exh. A& B

<p>VI. Report from Finance Committee (J. Mills)  Report from the Finance Committee November and December 2020 Financials.  The City of Houston HRC Annual Budget 2021-2022 Draft</p>	<p>Ms. Austin turned the discussion over to Mr. John Mills for review of November and December 2020 Financials. (Exhibit C and D respectively). Mr. Mills discussed the liabilities, total assets and net assets for the month of July and August.  He then discussed the revenues, expenditures, and losses for the month of November and December listed on the Statement of Activity.  Mr. Mills made a recommendation on behalf of the Finance Committee to approve Financials. Dr. Basinger moved to approve the financials and Judge Hellums seconded the approval. The Board voted to approve November and December 2020 financials.  Mr. Mills the reviewed the Draft of the City of Houston- Houston Recovery Center Budget for July 2021- June 2022. (Exh. E) Dr. Basinger moved to approve the City of Houston- Houston Recovery Center Budget for July 2021- June 2022 Draft and Judge Hellums seconded the approval. The Board voted to approve the City of Houston- Houston Recovery Center Budget for July 2021- June 2022 Draft.</p>	<p>Exh. C and Exh. D. The Board unanimously approved November and December financial statements.    Exh. E The Board unanimously approved the City of Houston- HRC Budget 2021-2022 Draft</p>
<p>VII. Report from Programs, Evaluations and Development Committee (Scott Basinger)</p>	<p>Dr. Basinger shared the Programs, Evaluation and Development (PED) Committees report. (Exh. F) Dr. Basinger highlighted the Arnold Foundation donation. He also discussed the upcoming development projects that Elisa would be working on and the repurposing of the Ambassadors Circle.</p>	<p>Exh. F</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 he had distributed a copy of Mr. Kincaid's succession plan (Exh. G) and the HR Committee had already approved the plan. Mr. Mills then opened the discussion for questions or comments. Ms. Nunnally stated that this does not commit the Board moving forward but is a good plan to have in case of an Emergency. She said in the future it can be used as a guide. Dr. Basinger agreed with Ms. Nunnally and moved to approve the succession plan and Ms. Nunnally seconded the approval. The Board unanimously approved the succession plan.</p>	<p>Exh. G Executive Director's Succession Plan The Board unanimously approved the Executive Director's Succession Plan.</p>
<p>IX. Board Development (Kay Austin)</p>	<p>Ms. Austin addressed the Board and announced her resignation from the HRC Board effective February 15, 2021. She then turned the discussion over to legal counsel Ms. Williams who reviewed the Executive and Nominating Committee function and authority. She highlighted the verbiage that she suggested. Ms. Nunnally asked if we should include anything about City Council. Ms. Williams stated that she would add that verbiage according to the By-laws. This will be presented and voted on at the next meeting. Ms. Austin then asked the Board members that are part of any of the committees listed in the summary can add what their committees purpose is and present at the next Board meeting. Ms. Austin then turned to discussion to Board Terms and the length that should be allowed. Dr. Basinger made a motion that HRC Board positions be limited to 3 consecutive 2 year terms and may rejoin after 1 full calendar year. After joining again, the process will begin again.</p> <p>Ms. Austin stated that we are working on the Board Binder. She stated that Dr. Basinger and Marina will be working on it. She stated that the term limits will need to be added as well as the new committees.</p>	<p>The Board unanimously approved Board Position Term limits.</p>

<p>X. Discussion of agenda items for next Board meeting</p>	<p>The Board discussed the next regular meeting which is scheduled for Thursday, March 4, 2021, @ 1 pm on Zoom. Discussion and Vote on Executive and Nominating Committee members, purpose and policies. Committee Chairs share a summary of each Committee to update in Board Binder.</p>	
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There being no further business, the Board adjourned approximately: 2:10 pm

  
Elizabeth Nunnally, Board Secretary