

HOUSTON RECOVERY CENTER LGC

Minutes for Meeting of Board of Directors

August 5, 2021 at 1:00 pm Via Zoom at link below:

<https://us02web.zoom.us/j/89018242697?pwd=dmk0bmRNbkVmTGJueWhGK3NvUEFBdz09>

Meeting ID: 890 1824 2697

Passcode: 351719

One tap mobile

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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 August 5, 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 August 2, 2021, 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 (Board Member)	The meeting was called to order by Board Chair Dr. Shah at approximately 1:03 pm on the virtual zoom meeting.	
II. Roll call, confirm presence of quorum (Chair)	Board Chair Dr. Shah recognized Ms. Marina Franco as Recording Secretary for the meeting. The roll is noted below: <i>Officio</i> Asim Shah M.D – Present John M. Mills – Present Elizabeth T. Nunnally – Present Judge Bonnie Crane Hellums – Absent Scott F. Basinger, Ph.D. – Present Howard Henderson, Ph.D.- Present Randall Houston – Present Warren Holleman – Present Attorney Burnell Jones – Present <i>Ex-Officio</i> Andy Ickens – Absent David Persse, MD – Absent Stephen Williams – Absent Asst. Chief Yasar Bashir – Present	Board Chair Dr. Shah announced that a quorum of the Directors was present.

	<p>Commander Bryan Bennett – Absent Commander Staney – Absent Legal Counsel Ms. Ursula Williams – Present Mr. Leonard Kincaid, Houston Recovery Center Executive Director – Present Marina Franco, Houston Recovery Center Executive Assistant – Present Debra Villanueva, Houston Recovery Center Human Resource/ Payroll Manager – Present Julie Long, Houston Recovery Center Director of Finance – Present</p> <p><i>Members of the public:</i> Ms. Jiaping Zhang, Ms. Sheri Mosley, and Ms. Michelle Paul were also in attendance.</p>	
III. Reading of the draft Minutes	Dr. Basinger moved to approve minutes for June and July 2021. Mr. Houston seconded the approval of the draft Minutes. The Board unanimously accepted.	The Board unanimously approved the draft Minutes for June and July 2021.
IV. Opportunity for Public Comment	Board Chair Dr. Shah recognized the opportunity for public comment.	No public comment.
V. Reports from Executive Director	Board Chair Dr. Shah turned it over to Mr. Kincaid for a review of the Directors report. (Exhibit A) Leonard reviewed the events of June and July 2021. He discussed his priorities, challenges, and achievements for each month. In June he met with and toured the Sobering Center with Representatives from the University of Cincinnati School of Criminal Justice. They are funded by the Arnold Foundation to research sobering centers across the country and selected four to conduct site visits. They commented that our service model was unique and ask if they could see some of our data. Mr. Kincaid also attended the virtual Homeless Cross System Planning Meeting #29. This is a collaboration made up of a cross-section of organizations working on increasing resources with a goal of ending	Exh. A -Executive Directors Report June and July 2021

	<p>homelessness. Leonard met with and toured the Star of Hope Men's Development Center with Dr. Shah, Hank Rush, Betty Nunnely and other SOH staff. He met with and toured the Sobering Center with Dr. Shah and HRC Management staff. Mr. Kincaid met with Management representatives with HCCSCD, Adult Probation, to discuss their interest in expanding our service contract. They are tasked with getting back with us after they have developed a scope of work which we will review with the program committee if we think it's worth considering. Leonard also met with Midtown Management District Operations Manager and their new Manager of Security. The meeting focused on ways of improving our PIT program performance. In July he was interviewed by a reporter from the San Francisco Examiner. They were interested in understanding our service model. They shared that San Francisco is exploring starting a Sobering Center that will focus on serving stimulus users (see copy of article attached). Leonard attended virtual quarterly meeting of the Houston Opioid Response Advisory Group. This meeting is chaired by Dr. Persse with a goal of convening all providers of opioid services in the Houston area. The meeting objective is to be informed of each provider services, to collaborate where possible, to reduce duplication of effort and to avoid competition when possible. He attended virtual University of Texas Targeted Opioid Response (UT-TTOR-RSS) monthly provider call. Mr. Kincaid started weekly meetings with the new Development Committee. Leonard held a conference call with the Auditors in preparation for this year's audit. The team is scheduled to be on site August 23rd through the 27th. They understand that the audit has to be completed in time for the Board to approve</p>	
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	<p>before it is due to the city by October 1st. This means we will need to have a call meeting of the board around mid-September, date to be determine based on when the audit is completed. He held a virtual meeting with the new Executive Director of Harris County Public Health. It was discovered that we have a number of areas of interest in common and agreed to talk again after she gets settled in.</p>	
<p>VI. Report from Finance Committee (Mr. Randy Houston)</p>	<p>Board Chair Dr. Shah recognized Mr. Houston to review the Houston Recovery Center April, May and June 2021 Financials. (Exhibit B, C, and D) Mr. Houston reviewed total assets, net assets, liabilities and receivables for the month of June. He then discussed the revenues, expenditures, and losses for the month of June listed on the Statement of Activity.</p>	<p>April, May and June 2021 Financials. Exh. B,C, and D .</p>
<p>VII. Report from Programs, Evaluations and Development Committee (Scott Basinger)</p>	<p>Board Chair Dr. Shah turned it over to Mr. Kincaid to discuss the Programs, Evaluation and Development (PED) Committee’s report. Mr. Kincaid highlighted the Rockwell and Baxter foundation donations and what the funds will be used for. He also mentioned that there is a Development Assistant on staff now that will be doing the administrative duties supporting the Development Department in the absence of a Development Director. Leonard discussed several direct community initiatives that the committee has established. Mr. Kincaid discussed that we are trying to establish a process for donors to donate stocks. Dr. Basinger discussed the committee that is discussing the opiate monies coming to Texas and how that would impact us.</p>	<p>PED Report Exh. E</p>
<p>VIII. Report from Compensation Committee (Betty</p>	<p>Board Chair Dr. Shah recognized Mrs. Betty Nunnally to give an update from the Compensation Committee. She discussed that</p>	

Nunnally)	the annual performance review has been completed. She discussed the annual increase and merit procedures and percentage that is awarded.	
IX. Reports Approval	Board Chair Dr. Shah addressed the Board for approval on financials and reports. Dr. Howard made a motion for approval and Mrs. Betty Nunnally seconded.	The Board unanimously approved Financials and reports. Exh. A-E
X. Board Development	<p>Board Chair Dr. Shah recognized Mr. John Mills to discuss Board Development. Mr. Mills reviewed board members up for renewal. He discussed that Dr. Holleman will not be able to renew his term but that the other members would seek renewal. The Board recognized Dr. Holleman for his service. Mrs. Betty Nunnally made mention that Mr. Hank Rush was interested in joining the Board. Mr. Mills presented the Board Summary and Purpose (Exh. F). Dr. Shah addressed the Board for a vote to adopt the Summary and Chairs with the ability to make changes as needed. Dr. Basinger moved for Approval and Dr. Howard seconded.</p> <p>Dr. Shah then recognized Mrs. Williams to give an update on the Open Meetings Act. She stated that beginning in September all meetings would now be in person.</p>	Board Summary and Board Chairs Exh. F The Board unanimously approved the Board Summary.
XI. Discussion of agenda items for next Board meeting	Fiscal Year Annual Audit for review and approval.	

There being no further business, the Board adjourned at approximately 2:12 pm

By:

Elizabeth Nunnally, Board Secretary