

**HOUSTON RECOVERY CENTER LGC**  
 Minutes for Meeting of Board of Directors  
 November 4, 2021 at 1:00 p.m.

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 November 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 November 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 Dr. Shah at approximately 1:09 pm in the Houston Recovery Center training room, 150 N. Chenevert St., Houston, Texas 77002	
II. Roll call, confirm presence of quorum (Chair)	<p>Board Chair Dr. Shah recognized the acting administrative assistant, Ms. Stacey Cramer-Morais as Recording Secretary for the meeting and she took roll.</p> <p>The roll is noted below:</p> <p><i>Officio</i>            Asim Shah M.D. – Present            Attorney Burnell Jones – Present            John M. Mills – Present            Elizabeth T. Nunnally – Absent            Judge Bonnie Crane Hellums – Absent            Scott F. Basinger, Ph.D. – Present            Howard Henderson, Ph.D. – Present            Randall Houston – Present</p> <p><i>Ex-Officio</i>            Andy Icken – Absent            David Persse, M.D. – Absent            Stephen Williams – Absent            Asst. Chief Yasar Bashir – Absent            Legal Counsel Ms. Ursula Williams – Absent            Commander Bryan Bennett – Present</p>	Board Chair Dr. Shah announced that a quorum of the Directors was present.

	<p>Lieutenant Bridget Lummus – Present  Mr. Leonard Kincaid, Houston Recovery Center Executive Director – Present  Jessica McDaniel – Present  Stacey Cramer, Houston Recovery Center Interim Admin. Assistant – Present  Debra Villanueva, Houston Recovery Center Human Resource/ Payroll Manager – Absent  Julie Long, Houston Recovery Center Director of Finance – Present</p> <p><i>Members of the public:</i>  None in attendance.</p>	
III. Reading of the draft Minutes	<p>Dr. Basinger moved to approve minutes for September 2021. Mr. Houston seconded the approval of the draft Minutes. The Board unanimously accepted.</p>	<p>The Board unanimously approved the draft Minutes for September 2021.</p>
IV. Opportunity for Public Comment	<p>Board Chair Dr. Shah omitted/skipped the opportunity for public comment as no attendees from public were present.</p>	<p>No public comment.</p>
V. Reports from Executive Director	<p>Board Chair Dr. Shah recognized Mr. Kincaid for a review of the Directors report. (Exhibit A). Mr. Kincaid reviewed the events for the months of September and October 2021. He discussed his priorities, challenges, and achievements for each month. The Agency audit was completed and submitted by September 30, 2021. Staffing of key senior positions for Development and Communication and Executive Administrative Assistant positions were being finalized. Mr. Kincaid highlighted the current pace of growth and the challenge of finding quality personnel to fill open positions. Mr. Kincaid discussed the need for a collaborative tool that allows for more seamless team collaboration for managing grants, donor and fundraising campaigns, and reporting on those efforts. Research is ongoing into a customer relationship database that ties to the non-profit</p>	<p>Exh: (A) Executive Directors Report for September – October 2021.</p>

sector and software vendor reviews are being conducted. Mr. Kincaid discussed the launch of the consulting project with the CKP Communications Group, LLC to develop a marketing and communication plan. Mr. Kincaid also mentioned that two new paid interns were sourced to work with Jessica McDaniel, the new Director of Development and Communications. Sherrie Arquette assists with grant writing and the Savannah Lee assists with social media and communication efforts.

Mr. Kincaid discussed a recent meeting with Judge Brock Thomas that serve on the Responsive Interventions for Change (RIC) court, and that the meeting with Judge Thomas and his court Director, Mary Covington went well in highlighting the increased use of PCP and how best to address the influx in the community. Mr. Kincaid discussed a recent meeting with Barbie Robinson, the new Executive Director of Harris County Public Health, and her belief in the value of systems of care and the need for collaboration. Mr. Kincaid hosted the State Attorney General, Ken Paxton, for a press conference on the opioid settlement funds. Both Mr. Kincaid and Jessica McDaniel met Dr. Howard Henderson and a member of his Texas Southern University staff to explore potential opportunities for funding and collaboration with the TSU Center for Justice Research. In addition, an agency-wide staff meeting was held in person for the first time in two years due to the pandemic and was well received. A successful project kickoff meeting with the new marketing and communications consulting firm retained, the CKP Group, went well and the firm will begin work on developing a consistent brand message, develop donor personas, and develop strategies to lessen the organization's dependence on grant money.

	<p>For the months of September and October there were no incident reports, legal or maintenance.</p> <p>The application for recovery support services for justice-involved individuals with substance abuse disorders (SUD) through the Harris County Purchasing Office was signed and returned to the county for required signatures. The total bid amount is \$180,568.00 and would expand recovery support services targeting individuals with substance use challenges in the criminal justice system and expand FRONTline project services targeting hospitals outside the Metro area.</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 July 2021 Financials, August 2021 Financials, and the September 2021 Financials. (Exhibit B, C, and D respectively). Mr. Houston discussed the liabilities, total assets and net assets for the months of July, August, and September.</p> <p>He then discussed the revenues, expenditures, and losses for the months of July, August, and September listed on the Statement of Activity.</p> <p>Mr. Houston stated that on page two of the September Financial Statement indicates the Equity Net Income of 101,381.34 which is encouraging. Mr. Houston mentioned that the Finance Committee’s recommendation to improve aging of accounts receivables is better and healthy.</p> <p>Dr. Scott Basinger moved to approve all Financials and Dr. Howard Henderson seconded the approval. The Board unanimously accepted the July, August, and September 2021 Financial Statements.</p>	<p>Exh: (B) July 2021 Financial Statement</p> <p>Exh: (C) August 2021 Financial Statement</p> <p>Exh: (D) September 2021 Financial Statement</p> <p>The Board unanimously approved the July, August, and September Financial Statements.</p>

<p>VII. Report from Programs, Evaluations and Development Committee (Scott Basinger)</p>	<p>Board Chair Dr. Shah turned the discussion over to Dr. Scott Basinger for a report on the Programs, Evaluation and Development (PED) Committee activities.</p> <p>Dr. Basinger highlighted the recent Brown Foundation \$25,000 grant awarded for Partners in Recovery. He also discussed two pending grants for the Cullen Foundation and the Hammill Foundation (both award \$50,000 each) if grant funding is approved.</p> <p>Dr. Basinger reiterated activities that Mr. Kincaid referred to in his Executive Director’s reporting related to the CKP Group and the 2022 Development Plan with a target completion date of January, 30, 2022.</p>	<p>Exh: (E) PED Report</p>
<p>VIII. Report from Compensation Committee (Betty Nunnally)</p>	<p>Board Chair Dr. Shah recognized that Mrs. Betty Nunnally is absent and it was indicated there is nothing new to report from the Compensation Committee and at this time.</p>	
<p>X. Board Development</p>	<p>Board Chair Dr. Shah recognized Mr. John Mills to review and Board Development activities. Mr. Mills reiterated that Dr. Holleman, representing Position 3, is not seeking a renewal of his term. Hank Rush’s extension of his interest and background was discussed. Dr. Scott Basinger moved for appointment of Mr. Hank Rush to join the Board and Mr. Randy Houston seconded the motion. The motion was unanimously approved.</p>	<p>Board Summary and Board Chairs</p> <p>The Board unanimously approved Mr. Hank Rush to join the Board.</p>
<p>XI. Discussion of Agenda items for next Board meeting</p>	<p>The Board discussed the next regular meeting which is scheduled for Thursday, January 6, 2022.</p> <p>Agenda items upcoming for discussion are updates on the opioid settlement activity from the state Attorney General’s office; updates about the new Harris Center 8-bed detox program; updates on the Harris County Public Health project funding.</p>	

There being no further business, the Board adjourned at approximately 2:33 p.m.

By:

---

Elizabeth Nunnally, Board Secretary

DRAFT