

HOUSTON RECOVERY CENTER LGC

Minutes for Meeting of Board of Directors

January 5, 2023 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 January 5th 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 December 30th, 2022 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 1:04 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></p> <p>Asim Shah M.D. – Present Attorney Burnell Jones – Present Hank Rush - Present Judge Bonnie Crane Hellums – Absent Scott F. Basinger, Ph.D. – Absent Howard Henderson, Ph.D. – Absent Randall Houston – Present Cathryn Taylor – Present Michelle Alexander – Present</p> <p><i>Ex-Officio</i></p> <p>Andy Icken – Absent David Persse, M.D. – Absent Stephen Williams – Absent Asst. Chief Yasar Bashir – Absent Legal Counsel, Mr. Clifton Journet – Present Commander Jennifer Read – Present</p>	Board Chair Dr. Shah announced that a quorum of the Directors was present.

	<p>Mr. Leonard Kincaid, Houston Recovery Center Executive Director – Present Jessica McDaniel – Absent Stacey Cramer, Houston Recovery Center Admin. Assistant – Present Debra Villanueva, Houston Recovery Center Human Resource/ Payroll Manager – Absent Suzanne Jarvis/Director of Data Management and Program Analytics – Absent Julie Long, Houston Recovery Center Director of Finance – Present</p> <p><i>Members of the public:</i></p> <ul style="list-style-type: none"> · None in attendance 	
III. Reading of the draft Minutes	<p>Randy Houston moved to approve minutes for November 3, 2022 after a small (proposed) correction was amended from the previous draft. Burnell Jones seconded the approval of the draft Minutes. The Board unanimously accepted.</p>	<p>The Board unanimously approved the Draft Minutes for November 3, 2022. Exh: (A)</p>
IV. Opportunity for Public Comment	<p>Board Chair Dr. Shah allowed an opportunity for the Board to greet visiting guests:</p> <ul style="list-style-type: none"> · No public visitors 	<p>Board Administrative Assistant, Stacey Cramer announced no visitor(s) or special guests present.</p>
V. Reports from Executive Director	<p>Board Chair Dr. Shah recognized Mr. Kincaid for a review his Executive Director’s activity for the months of November and December (Exhibit B)</p> <p>Mr. Kincaid discussed recent meetings with brokers from Oxford Partners to finalize selections of prospective commercial properties. Attended the American Leadership Forum and connected with a diverse group of Houston leaders. Held meeting with Jim Clarkson, Managing Director of Via Positiva, a behavioral health, consulting, and training firm to discuss upcoming annual Board Retreat in March. Met virtually with Lauren Fraulo regarding expectations at the project management office (PMO) to receive an overview of implementation and performance measurement benchmarks for American Rescue Plan (ARPA) project.</p>	<p>Exh. (B) Directors Report for November and December 2022</p> <p>The Board unanimously approved the Executive Directors Report.</p>

The recently awarded American Rescue Act (ARPA) grant is going very well. HRC is working with a variety of partner organizations expanding HRC's service collaboration in Precincts One through Four. Expanding services out to have a further reach with the public health initiatives and community health worker (CHW) outreach to help Precinct constituents with substance use disorder (SUD) and other chronic conditions, connecting them to services.

Held calls with Matthew DeLeon (TXDOT), Chief Deputy Mike Les (Harris County Sheriff's Office), and David Sunday (Council on Recovery) regarding moving forward with a continued partnership after a successful year-end drunk driving campaign. This new campaign focus will be on the upcoming February-March Houston Rodeo showcasing the impact of driving under the influence (DUI's) and support local law enforcement initiatives. Jessica McDaniel and Regina Johnson were also in attendance on calls.

Held monthly virtual Project Reach meeting with the Baylor leads, Dr. Roger Zoorob, Dr. Alicia Kowalchuk, Dr. Sandra Gonzalez and the SAMHSA Project Manager, Shawn Krumrey. The Project Reach program continues to perform above the national average. Met with Sherene Flemmings, the Brown Foundation's Grant Officer to discuss funding endeavors or future possibilities. Met with James Kennedy at Downtown District to discuss the non-renewal of contract for the public intoxication transport (PIT) program for both the Downtown and Midtown Management districts.

Met with Davis Holdings to visit the space in neighboring suite and discuss office lease pricing numbers. Also discussed progress with Davis' vendor assisting with soundproofing in space downstairs with nearby tenants and the meeting went well.

Mr. Kincaid hosted recent staff holiday luncheons and had great attendance and participation in holiday-focused teambuilding games.

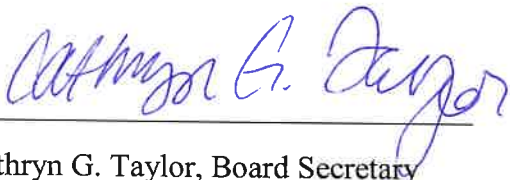
	<p>Burnell Jones moved to approve the Executive Directors report for November-December, 2022. Randy Houston seconded the approval and the Board unanimously approved the report.</p>	
<p>VI. Report from Finance Committee (Mr. Randy Houston)</p>	<p>Board Chair Dr. Shah recognized Mr. Houston to review the Houston Recovery Center Financials for the month of September (Exhibit C).</p> <p>Mr. Houston discussed the liabilities, total assets, and net assets for the month of September and October 2022 briefly highlighting the revenues, expenditures, and any losses listed on the Statement of Activity. Mr. Houston discussed the liabilities, total assets, and net assets for the month of November 2022. Mr. Houston then discussed the revenues, expenditures, and losses for the months of November 2022 listed on the Statement of Activity.</p> <p>Mr. Houston stated that the November 30th Statement of Cash Flows indicates there is a cash balance totaling \$1,399,147.76. Mr. Houston stated that page 2 of the Statement of Financial Position shows the Total Liabilities as \$1,526,652.21 and the Total Equity at \$841,585.48 which indicates a solid Balance Sheet.</p> <p>Cathryn Taylor moved to approve the encompassing September, October, and November '22 Financials (Exhibits C, D, and E respectively) and Burnell Jones seconded the approval. The Board unanimously approved the Financial Statements.</p> <p>Mr. Houston discussed the HRC Sobering Center Budget for 2023-2024 (Exh. F) and reiterated that the Budget is due to the City of Houston by March 1st. The Board agreed with the budget as proposed and Randy Houston moved for approval; Hank Rush seconded the motion.</p> <p>The Board unanimously approved the 2023-2024 HRC Sobering Center Budget (Exhibit F)</p>	<p>Exh: (C) Sept 2022 Financial Statement</p> <p>Exh: (D) Oct 2022 Financial Statement</p> <p>Exh. (E) Nov 2022 Financial Statement</p> <p>Exh. (F) HRC Sobering Center Budget 2023-2024</p> <p>The Board unanimously approved the Sep/Oct/Nov 2022 Financial Statements.</p> <p>The Board unanimously approved the 2023-2024 HRC Sobering Center Budget</p>
<p>VII. Board Development</p>	<p>Board Chair Dr. Shah recognized the need to record discussion and action taken during the last Board session on November 3, 2022 in regard to new Chair appointments left vacant after John Mills and Betty Nunnally retired. To revisit, Position 4 held</p>	<p>The Board unanimously approved the Chair of Development & Nomination</p>

	<p>by John Mills (retired) created a vacancy for a Chair of Development and Nomination Committee and the recommended appointment for that vacant position was Burnell Jones. The other vacancy was the Chair of the HR and Compensation Committee left open after Betty Nunnally (Position 5) retired. The appointment recommendation for that vacant position was Cathryn G. Taylor.</p> <p>The Board Chair (Dr. Shah) moved to revisit the nominations from last November 3rd session to record the meeting motion in the current minutes. Randy Houston moved to approve both Burnell Jones as Chair of the Development and Nomination Committee and Cathryn G. Taylor as Chair of the HR and Compensation Committee. Hank Rush seconded the motion. The Board unanimously approved the new Chair appointments.</p> <p>The Board Chair (Dr. Shah) recognized Leonard Kincaid and Burnell Jones to report on other recent Board Development activities. Mr. Kincaid reminded members of the nomination progress that was held by City Council on the Wednesday, October 12th session, and that he heard back in late October that the two appointment recommendations, Ms. Cathryn G. Taylor and Michelle Alexander were approved by City Council. The Board recognized them in their new roles in Position 4 and 5 respectively.</p> <p>In addition, Mr. Kincaid recognized that the two positions held by Mr. Burnell Jones (Pos. 2) and Randy Houston (Pos. 9) were up for reappointment and that the terms for both were also approved by City Council for renewal.</p>	<p>Committee (B.Jones) Assignment and the Chair of HR & Compensation Committee (C.Taylor)</p>
<p>VII. Report from Programs, Evaluations and Development Committee (Scott Basinger)</p>	<p>Board Chair Dr. Shah recognized that Dr. Scott Basinger is absent and it was indicated there is nothing new to report on the Programs and Development Committee and related activities at this time.</p>	

<p>IX. Discussion of Agenda items for Next Board Meeting</p>	<p>The Board discussed the next regular meeting which was scheduled for regular first Thursday of the month, Thursday, February 2nd and it is deemed not necessary at this time. The next upcoming session will be a long-awaited Board Retreat in early or mid-March. A poll of the best dates for each member is ongoing, tentative dates are showing March 9th or March 10th as the strongest possible Retreat options.</p> <p>Agenda items upcoming for discussion are the consideration of the creation of an Advisory Board to assist with fundraising endeavors that discussion topic will be tabled for the next Board meeting.</p> <p>Burnell Jones moved to adjourn and Randy Houston seconded the motion.</p>	
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There being no further business, the meeting adjourned at approximately 1:59 p.m.

By:



Cathryn G. Taylor, Board Secretary