

HOUSTON RECOVERY CENTER LGC

Minutes for Meeting of Board of Directors

November 3, 2022 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 3rd 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 October 31st, 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 1:03 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. – Present Randall Houston – Present Cathryn Taylor – Present Michelle Alexander – Present</p> <p><i>Ex-Officio</i></p> <p>Andy Icken – Absent David Perse, M.D. – Absent Stephen Williams – Absent Asst. Chief Yasar Bashir – Absent Legal Counsel, Mr. Clifton Journet – Present Commander Jennifer Read – Absent</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 – Present 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 – Absent</p> <p><i>Members of the public:</i></p> <ul style="list-style-type: none"> · Lieutenant Philip Casteren Cattenburch (representing Cmdr. Jennifer Read / HPD) 	
III. Reading of the draft Minutes	<p>Burnell Jones moved to approve minutes for September 28, 2022. Hank Rush seconded the approval of the draft Minutes. The Board unanimously accepted.</p>	<p>The Board unanimously approved the Draft Minutes for September 28, 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"> · Lieutenant Philip Casteren Cattenburch who is filling in for HPD Mental Health Division Commander, Jennifer Read 	<p>Board Administrative Assistant, Stacey Cramer announced 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 (Exhibit B)</p> <p>Mr. Kincaid discussed recent meetings with Tom Brown, the Grants Director at the Hammel Foundation offering him a tour of the sobering center and a Partners in Recovery (PIR) program update. Met with the new Grants Officer at the Brown Foundation and provided a tour. He held a call with Healthcare for the Homeless CEO, Frances Isbell and her assistant Carlie Brown, regarding the new collaborative service agreement with the American Rescue Act (ARPA) grant. Mr. Kincaid held a meeting with the Harris Center about expanding HRC’s service collaboration. Attended a virtual purchasing and compliance meeting with the Harris County purchasing</p>	<p>Exh. (B) Directors Report for October 2022</p> <p>The Board unanimously approved the Executive Directors Report.</p>

department staff. Mr. Kincaid announced the ARPA grant contract was approved by Harris County Commissioners Court and HRC is currently awaiting the fully executed contract and the voucher authorizing HRC to invoice for approved services. Mr. Kincaid led the quarterly staff meeting with great attendance and participation. 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. Mr. Kincaid met with Davis Holdings to discuss the office lease, ongoing noise and potential solutions. Mr. Kincaid was a guest speaker at the 12th Annual Big Texas Rally for Recovery on Saturday, October 1st with approximately 1,050 guests in attendance. The Houston Recovery Initiative, Justice Forward, and the Houston Recovery Center were co-sponsors.

Mr. Kincaid traveled to Dallas for a presentation on the value of sobering centers at the International Association of Chiefs of Police Annual Conference with Mike Lee, Chief of Law Enforcement Command for the Harris County Sheriff Department. Mr. Kincaid received confirmation on new board appointments for two open positions (vacated by Betty Nunnally and John Mills) with Star of Hope candidate replacements of Cathryn G. Taylor (SVP of Human Resources and Operations) and Michelle Alexander (VP of Programs). Mr. Kincaid began the transition of the Director of Development duties from Jessica McDaniel to Susannah Tysor, the new Development Consultant allowing Jessica to shift her focus to marketing and communication. Mr. Kincaid and Human Resources began to interview for positions related to the American Rescue Act ARPA grant award. Mr. Kincaid held a conversation with Memorial Hermann about establishing a referral relationship between HRC and eleven of their hospitals. Mr. Kincaid proposed the consideration of adding an Advisory Board with a focus on fundraising.

	Howard Henderson moved to approve the Executive Directors report for August-September, 2022. Hank Rush seconded the approval and the Board unanimously approved the report.	
VI. Report from Finance Committee (Mr. Randy Houston)	<p>Board Chair Dr. Shah recognized Mr. Houston to review the Houston Recovery Center Financials for the month of August (Exhibit C).</p> <p>Mr. Houston discussed the liabilities, total assets, and net assets for the month of August 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 August 2022. Mr. Houston then discussed the revenues, expenditures, and losses for the months of August 2022 listed on the Statement of Activity.</p> <p>Mr. Houston stated that the August 31st Statement of Cash Flows indicates there is a cash balance totaling \$2,828,365.44. Randy Houston stated that page 2 of the Statement of Financial Position shows the Total Liabilities as \$1,995,626.72 and the Total Equity at \$832,738.72 which indicates a solid Balance Sheet.</p> <p>Howard Henderson moved to approve the August '22 Financials and Burnell Jones seconded the approval. The Board unanimously accepted the August '22 Financial Statements.</p>	<p>Exh: (C) August 2022 Financial Statement</p> <p>The Board unanimously approved the August 2022 Financial Statements.</p>
VII. Board Development	<p>Board Chair Dr. Shah recognized Leonard Kincaid to report on Board Development activities. Mr. Kincaid updated members on the status of nomination progress that was slated for City Council meeting discussion on Wednesday, October 12th and that he heard back in late October that the two appointment recommendations, both whom are present, Ms. Cathryn G. Taylor and Michelle Alexander were approved by City Council. The Board recognized them and congratulated them on their new roles. 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 approved by City Council for renewal.</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, December 1st and it is deemed not necessary at this time. The next Board session is set for Thursday, January 5th, 2023.</p> <p>Agenda items upcoming for discussion are the consideration of the creation of an Advisory Board to assist with fundraising endeavors.</p> <p>Howard Henderson moved to adjourn and Randy Houston seconded the motion.</p>	

There being no further business, the meeting adjourned at approximately 1:49 p.m.

By:


 Cathryn G. Taylor, Board Secretary