

**HOUSTON RECOVERY CENTER LGC**  
 Minutes for Meeting of Board of Directors  
 January 10, 2024 at 1:30 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 10<sup>th</sup> 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 meeting date. 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 January 5, 2024 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 1:30 p.m. at 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            Hank Rush - Absent            Judge Bonnie Crane Hellums – Present            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>            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 – Absent</p>	Board Chair Dr. Shah announced that a quorum of the Directors was present.

	<p>Lieutenant Patrick LeBlanc – Present  Mr. Leonard Kincaid, Houston Recovery Center Executive Director – 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 – Present</p> <p><i>Members of the public:</i>  · None in attendance</p>	
III. Reading of the draft Minutes	<p>Burnell Jones moved to approve minutes for November 2, 2023 and Randy Houston seconded the approval of the draft Minutes. The Board unanimously accepted.</p>	<p>The Board unanimously approved the Draft Minutes for November 2, 2023.  Exh: (A)</p>
IV. Opportunity for Public Comment	<p>Board Chair Dr. Shah allowed an opportunity for the Board to greet visiting guests:  – No public visitors</p>	<p>Board Administrative Assistant, Stacey Cramer announced no visitor(s) or special guests present.</p>
V. Reports from the Chief Executive Officer	<p>Board Chair Dr. Shah recognized Mr. Kincaid for a review of the Chief Executive Officer’s activity for the months of November and December 2023.</p> <p>Mr. Kincaid discussed business development activities and the successful completion of the grants calendar for FY 23-24. Mr. Kincaid highlighted recent grant awards such as the Ruth Jones MacDonald Foundation (fully funded) and the partial award from both the Brown Foundation and the Cullen Trust for Health Care. In addition, recent awards from the Hamill Foundation and the Medallion Foundation were awarded. Mr. Kincaid announced the conclusion of the Giving Tuesday campaign and the strong contributions received with the support from the members of the HRC Board of Directors contributing to the success impact.</p>	<p>Exh. (B) CEO Report for Nov/Dec 2023</p> <p>The Board unanimously approved the CEO Report.</p>

Mr. Kincaid discussed operational activities such as the Paychex Flex manager training to revisit all the management features of the payroll platform including time allocation mechanisms and employee benefits administration. A kickoff meeting was held with our consultant from Your Part Time Controller (YPTC), who is engaged to review HRC's accounting policies and procedures. In addition, YPTC will review existing federal grant management procedures and provide federal grant training for management staff.

The organization held both the HRC Thanksgiving and Christmas holiday luncheons and staff attendance was strong. Mr. Kincaid announced that the team leads are putting the finishing touches on activities related to the upcoming Chevron Houston Marathon to be held January 13-14, 2024. The exposure for HRC with event participants is strong and with (14) fourteen runners signed up, it's slated to be a successful event. The application for the Coalition of Accredited Rehabilitation Facilities (CARF) accreditation project is well underway and an experienced CARF consultant is engaged to help the management team navigate the application and compliance processes.

Mr. Kincaid attended Via Positiva's national advisory board meeting virtually via Zoom. In addition, I attended a meeting with the CEO of Via Positiva, Jim Clarkson, with the City of Albuquerque officials to discuss their Gateway Medical Sobering Center, a 50-bed center, taking the strain off the local hospitals and emergency departments.

Mr. Kincaid attended a population health strategy meeting with staff from Harris Health along with members from Baylor were held to discuss improving behavioral health services within the jail system. Leonard Kincaid held a grant review meeting for ARPA, TTOR, RSS/CBO, and Frontline grants with team staff members. In addition, Mr. Kincaid and Susana Deltoro hosted a TTOR tour for new grant managers and worked on

	<p>providing Harris County Office of County Administration some requested information.</p> <p>Held a 6-hour workshop with a select group of HRC employees with a focus on ‘strengths-based case management’ that targeted a rehabilitation-oriented case model that focuses on the client’s strengths and goals to build habits and skills to better facilitate recovery outcomes.</p> <p>Randy Houston moved to approve the Executive Director report for November and December 2023. Judge Bonnie Hellums 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 present the Financials for the month of October 2023 and the HRC Full Budget (Exhibit C and D respectively).</p> <p>Randy Houston discussed the October Financials that show the liabilities, total assets, and net assets for the applicable months and briefly highlighted 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 October 2023. Mr. Houston then discussed the revenues, expenditures, and losses for the months of October 2023 listed on the Statement of Activity.</p> <p>Mr. Houston stated that the October 30<sup>th</sup> Statement of Cash Flows indicates there is a cash balance totaling \$1,383,184.07. Mr. Houston stated that page 2 of the Statement of Financial Position shows the Total Liabilities as \$1,876,375.31 and the Total Equity at \$826,130.89 which indicates a solid Balance Sheet.</p> <p>It was noted by Mr. Houston that some receivables with the County and City are aging, and that Mr. Kincaid is working directly with his liaisons with the City and County to pursue collections efforts on those aged receivables.</p> <p>Judge Bonnie Hellums moved to approve the October 2023 Financials (Exhibits C) and Burnell Jones seconded the approval. The Board unanimously approved the Financial Statements.</p>	<p>Exh: (C) Oct. 2023 Financial Statement</p> <p>The Board unanimously approved the October 2023 Financial Statements.</p> <p>Exh: (D) HRC Full Budget</p> <p>The Board unanimously approved the HRC Full Budget for FY 23-24</p>

	<p>Mr. Houston discussed the HRC Full Budget for July 1, 2023 through June 30, 2024 after allowing the Board additional time to review from the last Board session (decision tabled). Mr. Houston highlighted the total operational budget, including increases and decreases, development efforts (notated as outside fundraising on the spreadsheet), and recommended the approval of the HRC Full Budget for July 1, 2023, through June 30, 2024.</p> <p>Randy Houston moved to approve the HRC Full Budget for FY 23-24 and Cathryn Taylor seconded the approval. The Board unanimously approved the HRC Full Budget for FY 23-24.</p>	
VII. Board Development	<p>Board Chair Dr. Shah recognized Burnell Jones, Chair of the Board Development and Nomination Committee, to report on any Advisory Board Development activities, and Mr. Jones announced that Judge Bonnie Hellums will not be renewing her upcoming 2-year term on the HRC Board coming up in September 2024. Mr. Jones requested that the Board begin the search for a suitable replacement, and if a candidate is sourced, Judge Hellums would like the opportunity to step down prior to the term date of September 30, 2024, to prepare for her retirement and move out of state. However, if the search takes until the term ends, Judge Hellums is able to stay on until the end of September.</p>	No approvals needed by HRC Board at this time.
VIII. Report from HR and Compensation Committee (Cathryn Taylor)	<p>Board Chair Dr. Shah recognized Cathryn Taylor. Cathryn shared that she had nothing new to report on the HR and Compensation Committee at this time.</p>	No approvals needed by HRC Board at this time.
IX. Report from Programs, Evaluations and Development Committee (Leonard Kincaid)	<p>Board Chair Dr. Shah recognized Dr. Scott Basinger's absence and permitted HRC's Chief Executive Officer, Leonard Kincaid to discuss the report on the Programs and Development Committee activities.</p> <p>Mr. Kincaid noted that the current Development Consultant, Andrea Usanga has accepted a recent</p>	The Board unanimously approved the JAN. 2024 Programs and Development Report.

	<p>job offer at a mental health nonprofit. She will be stepping down to a limited capacity to help with the projects in the Development pipeline as needed. Mr. Kincaid recognized her support, updates made to the grants calendar for FY 23-24, and overall relationship-building with HRC’s Foundation contact leads.</p> <p>The 2023-2024 Grant plan’s goal remains unchanged and will focus on the target to raise \$500,000 in private giving in FY 23-24 and apply for \$1.5 million in grants. The strategies to attain this goal are to complete research and update contact information on 100 local foundations. In addition, update 25 national foundations’ contact information and perform current research. In addition, the target is to continue planning funder meetings monthly and tours of the Sobering Center for prospective contacts and recent donors.</p> <p>Recent grant applications included the Herzstein Foundation, (15K), Texas Methodist Foundation (50K), Houston Methodist Foundation (100K), and the Meadows Foundation (50K). The planned development meetings include the Glassell Foundation (slated for 11/08, but the foundation had to cancel), the Cockrell Foundation (TBD), and the Hamman Foundation (TBD).</p> <p>Randy Houston moved to approve the Development Report for January 2024 report. Judge Bonnie Hellums seconded the approval and the Board unanimously approved the report</p>	
<p>X. Discussion of Agenda items for Next Board Meeting</p>	<p>The Board discussed the next regular meeting for Thursday, March 7, 2024 unless there is pressing business for February.</p> <p>Randy Houston moved to adjourn and Judge Bonnie Hellums seconded the motion.</p>	

There being no further business, the meeting adjourned at approximately 2:19 p.m.

By:

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Cathryn G. Taylor, Board Secretary

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