

HOUSTON RECOVERY CENTER LGC
 Minutes for Meeting of Board of Directors
 February 29, 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 February 29th 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 February 26, 2024 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 1:34 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 - Present Judge Bonnie Crane Hellums – Present Scott F. Basinger, Ph.D. – Present Howard Henderson, Ph.D. – Present Randall Houston – Present Cathryn Taylor – Absent Michelle Alexander – Absent</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 – Absent Mr. Leonard Kincaid, Houston Recovery Center Chief Executive Officer – 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	Randy Houston moved to approve minutes for January 10, 2024 and Judge Bonnie Hellums seconded the approval of the draft Minutes. The Board unanimously accepted.	The Board unanimously approved the Draft Minutes for January 10, 2024. Exh: (A)
IV. Opportunity for Public Comment	Board Chair Dr. Shah allowed an opportunity for the Board to greet visiting guests: – No public visitors	Board Administrative Assistant, Stacey Cramer announced no visitor(s) or special guests present.
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 January and February 2024. Mr. Kincaid discussed business development activities and ongoing operational improvements.</p> <p>From an operational perspective, the new payroll system, Paychex Flex, is still a work in progress, but going fairly well. The time allocation feature is meeting expectations and the Human Resources and our payroll rollout has been showing steady progress. The accounting consulting firm, ‘Your Part Time Controller’ held a kickoff meeting with the management staff to review HRC’s accounting policies and procedures and provide federal grant management training for the management staff. In addition, the Coalition of Accredited Rehabilitation Facilitation (CARF) application project is well under way. This, including the ongoing work with the CARF accreditation</p>	<p>Exh. (B) CEO Report for Jan/Feb 2024</p> <p>The Board unanimously approved the CEO Report.</p>

consultant and the project management shared platform we are utilizing, is helping in the project progression. The Chevron Houston marathon was held downtown on January 13th and 14th, 2024. HRC's footprint of volunteers and sobering center exposure was tremendous, from the 14 runner participants to the community outreach at Discovery Green post-event at our tent to the \$10,000 in donations raised – it was a great partnership with a recognizable Houston event.

Mr. Kincaid highlighted other business updates such as recent operational review meetings for ARPA, TTOR, RSS/CBO, and Frontline grants with the HRC project leads. Attended a recent meeting with the Director of Operations for Precinct 2 to review service data and brainstorm on endeavors to support that precinct for 2024. Attended a Salvation Army Advisory Board bi-monthly meeting. Mr. Kincaid Met with Baylor staff (Nidal Moukaddam, Andres Arturo Avellaneda Ojeda and Roberto Daniel Sanchez) along with HRC staff for introductions and discussion of the implementation plans for our new collaboration. HRC staff hosted a sobering center tour with the University of Houston's entire law enforcement staff.

In terms of outreach, HRC participated in Party Sober Partnership's 3rd Annual Chili Cookoff with over 36 cooking teams. The main sponsor this year was Avenue 360 Health and Wellness. The judges were Precinct 2 Commissioner Adrian Garcia, recently retired KPRC (Ch. 2) news host Khambrel Marshall, Houston Ballet dignitary Lauren Anderson, and former NFL player and recovery advocate Randy Grimes. HRC's Chief Analytics and Communications officer, Suzanne Jarvis and HRC's assistant, Stacey Cramer attended the Chevron Houston Marathon post-event luncheon. Stacey won the best artwork award for the Run for a Reason (RFAR) charity campaign. Mr. Kincaid received a 2023 Service Award from Metro for serving on the Metro Police Training Advisory Board.

	<p>Mr. Kincaid discussed recent business development endeavors and meeting activities.</p> <p>Mr. Kincaid discussed recent contract updates:</p> <ul style="list-style-type: none"> • Jail In-Reach: Mr. Kincaid met with Sheriff Gonzales and staff to discuss funding for our jail in-reach services and a contract request and budget has been submitted. • Front Lines: Mr. Kincaid met with Andy Icken to get assistance with the City Health Department Front Lines contract. This is the Front-Line project that's funded by SAMHSA. The funds support this collaboration between Baylor, UT, EMS, and HRC targeting opioid overdose victims. • City Health Department: Mr. Kincaid received a signed contract from the City Health Department, and it is now passed on to the City Council for final approval process. • ARPA: The American Rescue Plan Act (ARPA) contract payments have started. Attorney Journet was very helpful in getting this payment process moving forward. • RIC/Adult Probation: The RIC contract and the Adult Probation contracts have been reviewed and signed off by Mr. Kincaid along with a budget increase requested for 2024-2025. <p>Judge Bonnie Hellums moved to approve the Chief Executive Officer report for January and February 2024. Dr. Scott Basinger 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 November 2023 and December 2023 and the HRC Full Budget (Exhibit C, D, and E respectively).</p> <p>Randy Houston discussed the November Financials that show the liabilities, total assets, and net assets for the applicable months and briefly highlighted the</p>	<p>Exh: (C) November 2023 Financial Statement</p> <p>Exh: (D) December 2023 Financial Statement</p>

	<p>revenues, expenditures, and any losses listed on the Statement of Activity.</p> <p>Mr. Houston discussed the December liabilities, total assets, and net assets for the month of December 2023. Mr. Houston stated that the December 31st Statement of Cash Flows indicates there is a cash balance totaling \$1,059,092.39. Mr. Houston stated that page 2 of the Statement of Financial Position shows the Total Liabilities as \$1,647,049.79 and the Total Equity at \$769,683.78 which indicates a solid Balance Sheet.</p> <p>Mr. Houston presented the proposed HRC Annual Budget for dates of July 1, 2024 to June 30, 2025. Randy Houston expressed that this budget is for the operation of the Sobering Center only.</p> <p>Mr. Houston referred to page one of the Full Budget detailing the total annual budget of \$1,810,050.00. Mr. Houston noted that HRC is not asking for an increase from the City this year.</p> <p>Judge Bonnie Hellums moved to approve the November and December 2023 Financials (Exhibits C and D) and moved to approve the HRC Full Budget (Exhibit E). Dr. Scott Basinger seconded the approval. The Board unanimously approved the Financial Statements and the HRC Full Budget for FY 24-25.</p>	<p>Exh: (E) HRC Full Budget FY 2024-2025</p> <p>The Board unanimously approved the November and December 2023 Financial Statements</p> <p>The Board unanimously approved the HRC Full Budget for FY 24-25</p>
<p>VII. Board Development</p>	<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 reminded the Board that at the last session, Judge Bonnie Hellums made official notice that she will not be renewing her upcoming term on the HRC Board coming up in September 2024 and that the Board is searching for a suitable replacement. Mr. Jones thanked Judge Hellums for all her years of service on the HRC Board and for her servitude to the community at large.</p>	<p>No approvals needed by HRC Board at this time.</p>

	<p>Mr. Jones discussed three HRC board positions under review with the City Mayor’s office for term renewals and reporting on that will be at the next session.</p>	
<p>VIII. Report from HR and Compensation Committee (Cathryn Taylor)</p>	<p>Board Chair Dr. Shah recognized that Cathryn Taylor is absent and it was indicated there is nothing new to report on the HR and Compensation Committee related activities at this time.</p>	<p>No approvals needed by HRC Board at this time.</p>
<p>IX. Report from Programs, Evaluations and Development Committee (Leonard Kincaid)</p>	<p>Board Chair Dr. Shah recognized Dr. Scott Basinger’s to discuss the report on the Programs and Development Committee activities.</p> <p>Dr. Scott Basinger reminded the Board that the interim Development Consultant, Andrea Usanga has accepted a recent job offer at a mental health nonprofit and that she will work with Mr. Kincaid in a limited capacity to help with the projects in the Development pipeline as needed.</p> <p>The 2023-2024 Grant plan’s goal is \$500,000 for private giving in FY 23-24 and to work on applications in the realm of \$1.5 million in traditional grants.</p> <p>Dr. Scott Basinger touched upon the recent grant applications and any recent awards and informed Mr. Kincaid to let the staff working on Development endeavors know to keep up the good work.</p> <p>Dr. Howard Henderson moved to approve the Development Report for February 2024 report. Judge Bonnie Hellums seconded the approval and the Board unanimously approved the report.</p>	<p>The Board unanimously approved the Feb. 2024 Programs and Development Report.</p>
<p>X. Discussion of Agenda items for Next Board Meeting</p>	<p>The Board discussed Thursday, April 4, 2024, the next regular meeting.</p> <p>The Board designated the discussion topic of hosting a farewell event for Judge Bonnie Hellums, including the consideration of honoring</p>	

	<p>past retiring members of the HRC Board, including ex-Officio's in service to HRC endeavors. The Board agreed this was a good idea and the topic is tabled for the next session to discuss ideas of a gala or other event ideas.</p> <p>Dr. Basinger moved to adjourn and Hank Rush seconded the motion.</p>	
--	--	--

There being no further business, the meeting adjourned at approximately 2:28 p.m.

By:

Cathryn G. Taylor, Board Secretary

DRAFT